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**MANUAL
OF
RULES AND REGULATIONS**

VOLUME 1
**ORGANIZATION
AND
ADMINISTRATION**

**FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION**

No. _____



GIVEN BY

W. P. A.

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
1734 NEW YORK AVENUE NW.
WASHINGTON, D. C.

January 25, 1943

Transmittal Letter (Volume I, Organization and Administration) No. 59

TO: All State Work Projects Administrators

SUBJECT: Revisions to Chapter 4, Volume I, of the Manual

There are attached revised pages 1.4.001 through 1.4.009, 1.4.011, 1.4.012, 1.4.013 through 1.4.015, 1.4.017 through 1.4.032, and new pages 1.4.016 through 1.4.0167 of Volume I of the Manual.

Revised pages 1.4.001 and 1.4.002 contain a revised statement concerning general administrative responsibilities and public relations. References to the State Information Section, the Division of Investigation and the Division of Information in the Central Office have been deleted.

Revised pages 1.4.003 through 1.4.009 provide instructions for handling cases involving violations of law, and procedures governing the referral of complaints and information alleging irregularities. These instructions provide for the referral of complaints and information alleging irregularities through the Deputy Commissioner of Work Projects to the Division of Investigations, Federal Works Agency.

Revised pages 1.4.011 and 1.4.012 provide minor changes in the instructions governing release of official information and records.

Revised page 1.4.013 provides general instructions concerning the control of administrative property in accordance with the provisions of Chapter 9 and 10 of Volume II of the Manual.

Revised pages 1.4.014, 1.4.015, and new pages 1.4.016 through 1.4.0167 provide instructions and procedures concerning the designation, bonding, and functions of authorized certifying officers of the Work Projects Administration.

Revised pages 1.4.017 through 1.4.022 provide instructions concerning (1) the promulgation of rules and regulations, instructions and procedures of the Work Projects Administration; (2) the distribution

- 2 -

of rules and regulations, instructions and procedures of the Work Projects Administration; and (3) the application of such rules and regulations, instructions and procedures.

Revised pages 1.4.023 through 1.4.032 provide instructions concerning administrative budgets and allotments of administrative funds.

The revisions to Chapter 4 supersede and rescind the following previous releases:

- Commissioner's Letters No. 48 and 83
- Administrative Letters No. 13 and 19
- Colonel Harrington's Memorandum of 2-6-40 concerning Information Service in the Washington Office, and Mr. Dryden's Memorandum of 7-1-42 concerning the Distribution of Rules, Regulations, and General Instructions by the Central Office.

George H. Field

George H. Field
Deputy Commissioner

**FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
1734 NEW YORK AVENUE NW.
WASHINGTON, D. C.**

August 4, 1942

Transmittal Letter (Volume I, Organization and Administration) No. 57

TO: All State Work Projects Administrators

SUBJECT: General Order No. 2, Revised August 16, 1942

Transmitted herewith is revised page 1.C.005 of Volume I, of the Manual. The revised page contains General Order No. 2, Revised August 16, 1942.

This revision of General Order No. 2, eliminates Schedules A and B, and establishes a single schedule applicable to all State Administrations, Regional Offices, the Territory of Hawaii, and the Territory of Puerto Rico.

The application of General Order No. 2, Revised August 16, 1942, will require adjustment of salaries or salary steps for all employees in ACS grades 1 through 6, in those States included under Schedule A of General Order No. 2, Revised April 16, 1942.

In effecting the required adjustments there shall be no changes in ACS grades or salaries except in those instances where the present salary is below the first salary step of the same grade of General Order No. 2, revised August 16, 1942. With this exception the adjustments shall consist of changing salary steps to bring the present salaries of employees into the proper salary step of the revised General Order.



Philip B. Fleming
Brigadier General, U. S. A.
Acting Commissioner

**FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION**
1734 NEW YORK AVENUE NW.
WASHINGTON, D. C.

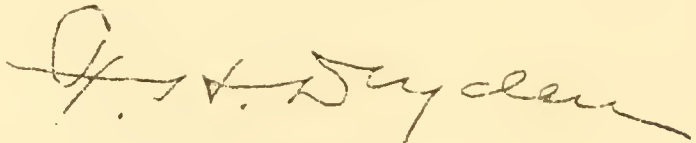
July 2, 1942

Transmittal Letter (Volume I, Organization and Administration) No. 56

TO: All State Work Projects Administrators

SUBJECT: Transmittal of Emergency Relief Appropriation Act, Fiscal Year 1943,
and General Order No. 5, Supplement No. 1

Transmitted here are added pages 1.B.067 through 1.B.078,
Volume I, Organization and Administration, of the Manual which pages
contain the Emergency Relief Appropriation Act, fiscal year 1943.
Transmitted also is page 1.C.012 of the Manual which contains Supplement
No. 1 to General Order No. 5.



F. H. Dryden
Acting Commissioner of
Work Projects

16 1942

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ATTACHMENTS TO TRANSMITTAL LETTER (VOLUME I, ORGANIZATION AND ADMINISTRATION)

NO. 56

Pages 1.B.067 through 1.B.078

Insert new pages

Page 1.C.012

Insert new page

44564

**FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
1734 NEW YORK AVENUE NW.
WASHINGTON, D. C.**

June 12, 1942

Transmittal Letter (Volume I, Organization and Administration) No. 55

TO: All State Work Projects Administrators

SUBJECT: Revision of General Order No. 3, Revised, of the Work Projects Administration

Transmitted herewith is General Order No. 3, Revised, of the Work Projects Administration (revised pages 1.0.007 and 1.0.108 of the Manual). The revised order is effective as of June 12, 1942.

The revisions effected in General Order No. 3, Revised June 12, 1942, are as follows:

1. Type of oath authorized for designation numbers 4 through 9 inclusive has been revised to include "claims for pay checks or proceeds thereof."
2. Designation number 9 has been revised to include "Project Finance Officers."
3. Type of oath authorized by designation numbers 15 through 18 has been revised to include the "CITIZENSHIP AND ALLEGIANCE AFFIDAVIT, WPA Form 610."
4. Designation number 18 has been revised to include "Project Finance Officers."
5. Designation number 19, "All Project Employment Officers," has been added to those authorized to administer the oath on CITIZENSHIP AND ALLEGIANCE AFFIDAVIT, WPA Form 610, and OATH OF ALLEGIANCE, WPA Form 607.
6. All references to the Division of Community Service Programs have been revised to read "Service Division."



F. H. Dryden
Acting Commissioner of Work Projects

A4504

ATTACHMENT TO TRANSMITTAL LETTER (Volume I, Organization and Administration)
NO. 55

Revisions to Volume I are contained on the following pages:

1.C.007

1.C.008

A3460

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

1734 NEW YORK AVENUE, NW.
WASHINGTON, D. C.

HOWARD O. HUNTER
COMMISSIONER OF WORK PROJECTS

November 3, 1941

Transmittal Letter (Volume I, Organization and Administration) No. 44

TO: All State Work Projects Administrators

SUBJECT: Transmittal of Revised Chapter VII and Appendix H of Volume I
of the Manual of Rules and Regulations

Transmitted herewith are revised Chapter VII and Appendix H to
Volume I of the Manual of Rules and Regulations.

All WPA forms covered by instructions in chapter VII will be
printed and stocked by the central office, but until such forms are available
for distribution the State Administrations shall make arrangements for local
reproduction according to the facsimiles presented in the revised chapter.
The State Administrations will be supplied with the printed forms as soon as
they are available.

Two reports, MONTHLY REPORT OF HCUPS WORKED AND EARNINGS ON PROJECTS
OPERATED BY FEDERAL AGENCIES WITH TRANSFERRED WPA FUNDS, WPA Form 152a, and
MONTHLY REPORT OF EMPLOYMENT ON WPA STATE PROGRAM PROJECTS, BY TYPE OF
PROJECT AND BY CERTIFICATION STATUS, WPA Form 156, shall be discontinued
after the report for October 1941.

It should be noted particularly that the weekly reports of em-
ployment, WPA Forms 732 and 732a, are to be made for each Tuesday instead
of each Wednesday, and that the weekly report to the central office is due
at 9 A. M. on the following Friday instead of 9 A. M. on the following Satur-
day. All of the monthly and quarterly reports of employment which have been
made on the basis of employment on the last Wednesday of the month are changed
so as to report employment as of the third Tuesday of the month. This change
to the third Tuesday of the month has made possible a rescheduling of due dates
of reports which reduces the peak loads of work in preparing reports.

Instructions for reports of the NUMBER OF PERSONS ELIGIBLE FOR WPA
EMPLOYMENT, WPA Form 166a, and CERTIFICATIONS, CANCELLATIONS AND REVIEW OF
NEED, WPA Form 166b, which will replace the MONTHLY REPORT OF CERTIFICATION
AND ASSIGNMENT, WPA Form 166, will be issued at a later date. In the mean-
time, however, reports on WPA Form 166 shall be continued under current
instructions except that entries on lines 21, 22, and 23 may be omitted.

Most report forms have been provided with a block of blank mem-
orandum lines which are provided for special uses as prescribed by the
central office and for explanations of unusual items or changes for pre-
ceding reports.

Some of the more important changes provided by revisions to
Chapter VII and Appendix H are as follows:

FISCAL YEAR EXPENDITURES FOR PROJECTS OPERATED BY WPA, BY PROGRAM CLASSIFICATION AND SOURCE OF FUNDS, WPA Form 150. The stub of this report is reduced by combining data for "Federal Nation-wide projects" with data for "Federal projects in the State program." Also, the number of columns has been reduced by eliminating the columns for reporting labor and nonlabor expenditures of WPA and sponsors' funds combined.

EMPLOYMENT ON WPA PROJECTS, BY COUNTY AND WAGE SCHEDULE, WPA Form 154. The classification of project wage employees by wage class has been eliminated, thus eliminating 5 columns from the report. One column has been added for reporting the "Wage Schedule Code."

EXPENDITURES FOR PROJECTS OPERATED BY WPA, BY COUNTY AND SOURCE OF FUNDS, WPA Form 157. The frequency of this report has been changed from a quarterly to a semiannual basis. The content of this report has been changed to include data for Program Classifications 300 through 500. The number of columns has been reduced by eliminating the columns for reporting labor and nonlabor expenditures of WPA and sponsors' funds combined.

FISCAL YEAR EXPENDITURES FOR PROJECTS OPERATED BY WPA, BY TYPE OF PROJECT AND SOURCE OF FUNDS, WPA Form 158. This report has been changed from a cumulative to a fiscal-year basis. The number of columns has been reduced by eliminating the columns for reporting labor and nonlabor expenditures of WPA and sponsors' funds combined. Memorandum lines for reporting "Distribution of surplus commodities (included in other Operations Division projects)" and "Engineering surveys (included with Other Community Service Programs projects)" have been eliminated.

In order that data may be cumulated correctly in the central office, the first fiscal-year report on the new form shall be accompanied by a revised report of data cumulative through June 30, 1941, on the new form. In preparing this cumulative report for June 30, 1941, data pertaining to Federal Nation-wide projects in Major Program Classifications 300 through 500 shall be reported on line 30 for writing projects, on line 25 for art projects, on line 28 for music projects, on line 31 for theater projects, on line 33 for historical records projects, and on line 35 for all other Federal Nation-wide projects. It also should be noted that it will be necessary to reclassify all projects included on line 41 of the old form and that most, if not all, of these projects will be included on lines 31, 36, or 47 of the new form.

FISCAL YEAR EXPENDITURES FOR DEFENSE PROJECTS OPERATED BY WPA, BY TYPE OF PROJECT AND SOURCE OF FUNDS, WPA Form 158a. This report has been changed to provide separate data for certified defense projects. The number of columns has been reduced by eliminating the columns for reporting labor and nonlabor expenditures of WPA and sponsors' funds combined.

In order that data may be cumulated correctly in the central office, the first report on the new form shall be accompanied by a revised report for the fiscal year ending June 30, 1941, on the new form. It should be noted that it will be necessary to reclassify all projects

included on line 41 of the old form, and most, if not all, of these projects will be included on Lines 31, 36, or 47 of the new form.

UNEXPENDED BALANCES FOR DEFENSE PROJECTS OPERATED BY WPA SINCE JUNE 30, 1940, BY TYPE AND CERTIFICATION STATUS OF PROJECT AND BY SOURCE OF FUNDS, WPA Form 158b. The frequency of this report has been reduced from monthly to quarterly. The report has been revised to eliminate data for "inactive projects," and to provide data for certified defense projects.

ASSIGNMENTS AND TERMINATIONS ON WPA PROJECTS, WPA Form 160. The item "Employment authorization reductions" has been eliminated as a separate item under the classification of "Discharges and lay-offs." Also, four columns have been eliminated from the report by the discontinuance of separate data by sex. An item for "Return from active military service" has been added to the classifications of "Reassignments," and for "Active military service" to the classification of "Terminations." A memorandum line for reporting "Assignments not effective" has been added, thus permitting the elimination of lines 21, 22, and 23 from reports on WPA Form 166 for the same month that this new WPA Form 160 becomes effective.

EMPLOYMENT ON PROJECTS OPERATED BY WPA, BY TYPE OF PROJECT, CERTIFICATION STATUS, AND WAGE CLASS, WPA Form 161. Columns for certification status and number of projects have been added, thus permitting the elimination of reports on WPA Form 156.

EMPLOYMENT ON PROJECTS OPERATED BY OTHER FEDERAL AGENCIES, BY TYPE OF PROJECT AND WAGE CLASS, WPA Form 161a. This report has been revised to show data by wage class and by divisional responsibility for project inspection.

EMPLOYMENT ON WPA PROJECTS FOR DEFENSE, BY TYPE AND CERTIFICATION STATUS OF PROJECT, WPA Form 161b. This report takes the place of the "Weekly Report of Employment by Type of Project on Defense Projects Financed with WPA Funds," which has been reported on WPA Form 161 adapted for this purpose. Memoranda for reporting the number of persons exempted from standard limitations of hours of work have been eliminated.

STATUS OF AIRPORT AND AIRWAY PROJECTS OPERATED BY WPA, WPA Form 162. Columns for "Name of airport" and "Date work suspended or completed" have been added, and columns for "Labor" and "Nonlabor" expenditures of WPA and sponsors' funds combined have been eliminated. The number of classifications for "operating status" has been reduced from nine to four.

In order to provide a complete listing with projects properly arranged and identified, the first report on WPA Form 162 as revised November 8, 1941, shall provide a listing of all airport and airway projects operated by the Work Projects Administration since the beginning

of the program. On this first report, total expenditures for all airport and airway projects operated by the Work Projects Administration since the beginning of the program shall be shown on line 1, and total expenditures for such projects with type-of-work symbol 730 shall be shown on line 2. Data shown on line 2 for this first report shall be in agreement with cumulative data for airport and airway projects as provided by reports on WPA Form 158.

STATUS OF CERTIFIED DEFENSE PROJECTS OPERATED BY WPA, WPA Form 162a. This report takes the place of the special report on status of certified defense projects on WPA Form 162 adapted for this purpose. Columns have been added to provide a brief description of each project, including the name of the site for construction projects; to provide the estimated or actual date of physical completion; and to provide separate data for labor and nonlabor estimated costs from WPA funds. Columns providing data for labor and nonlabor expenditures of sponsors' funds and of total funds have been eliminated.

A list of all certified defense projects for which expenditures have been made, but which are not included on the first report on the new form, shall be transmitted with the first report. This list shall provide the same information as is required for columns 2 through 5 on WPA Form 162a, and projects shall be grouped and arranged in the same order as for regular reports on WPA Form 162a.

NUMBER OF TRAINEES EMPLOYED BY WPA ON DEFENSE PROJECTS FOR VOCATIONAL SCHOOL, IN-PLANT PREEMPLOYMENT AND AIRPORT SERVICEMEN TRAINING, BY LOCATION AND COURSE, WPA Form 174. This report takes the place of the report on DSS Form 20, and is revised to show vocational school, in-plant preemployment, and airport servicemen trainees in separate sections of the report. Also, a column has been provided to report the number of female trainees.

NUMBER OF TRAINEES CURRENTLY AND PREVIOUSLY EMPLOYED BY WPA ON DEFENSE PROJECTS FOR VOCATIONAL SCHOOL, IN-PLANT PREEMPLOYMENT AND AIRPORT SERVICEMEN TRAINING, BY EMPLOYMENT AND TRAINING STATUS, RACE AND SEX, WPA Form 175. This report takes the place of the report on DSS Form 28, and is revised to show vocational school, in-plant preemployment, and airport servicemen trainees in separate sections of the report. Lines are added to show the number of trainees who have been separated from employment for one kind of training and have subsequently been employed for one of the other two kinds of training provided by the National Defense Vocational Training Project or the Airport Servicemen Training Project. Also, a column has been provided for reporting the number of female trainees.

NUMBER OF TRAINEES CURRENTLY AND PREVIOUSLY EMPLOYED ON
INSTITUTIONAL SUBSIDIARY WORKERS' TRAINING PROJECTS, WPA Form 176.

This report takes the place of the report on DSS Form 35. One memorandum item has been added for reporting "Nontrainees employed on date of report."

EMPLOYMENT AND EARNINGS OF ADMINISTRATIVE PERSONNEL, WPA
Form 178. This report takes the place of the report on WPA Form 718. Detailed data for sections and units under each division and data for district offices have been eliminated from the report. Copies of administrative payrolls shall be transmitted to the central office Division of Statistics as heretofore.

Part I of Appendix H. This part has been revised so as to indicate all areas for which separate reports, in addition to State reports, are required on WPA Forms 152, 160, and 165b.

Part II of Appendix H. For statistical reporting by type of projects, it is provided that projects in Major Program Classifications 300 through 500 shall be classified as projects of the Division of Community Service Programs, and shall be assigned divisional and type-of-work symbols according to the type of work performed. Projects of the Division of Community Service Programs shall be assigned divisional symbol prefixes 1P, 2P, or 3P, thus providing a jurisdictional classification of all projects into the three principal programs of the Division, and projects of the Division of Training and Reemployment shall be assigned the divisional symbol "T."

Type-of-work symbol 864 has been provided for institutional subsidiary workers' training, 930 for vocational school training, 931 for airport servicemen training, 932 for in-plant preemployment training, and 991 for public work reserve.

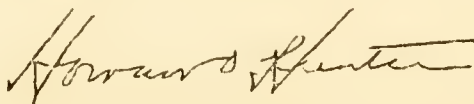
Type-of-work symbol 912 has been changed so as to include projects for all kinds of food preservation, and symbol 916 has been changed to include the making of comforters and quilts. Type-of-work symbol 883 has been changed so as to include craft as well as art projects, and symbol 862 has been changed to include visual-aid as well as museum projects. No attempt shall be made to apply these changes to financially inactive projects.

Revised stubs for type-of-project reports, showing type-of-work symbols to be included on each line, are shown in part II of Appendix H.

The period covered and the due date of the first report on the form and under the instructions provided by revised Chapter VII and Appendix H are indicated by the following:

WPA First Report			WPA First Report		
Form No.	Period Covered	Date Due In Washington	Form No.	Period Covered	Date Due In Washington
Tele-graphic Employment Report	November 18	November 21	161b	November 18	November 25
			162	December 31	January 20
			162a	November 30	December 15
150	July 1 thru November 30	December 12	163	October	November 30
			163a	October	November 30
152	November	December 15	165a	November 18	November 24
152b	November	December 20	165b	November 18	November 27
152c	November	December 20	165c	November 18	November 29
154	December 16	January 6	169	November 18	November 28
157	July 1, 1935 thru Dec. 31, '41	January 25	171	November 18	December 3
158	July 1 thru September 30	November 25	172	November 18	December 3
			174	November 18	November 27
158a	July 1 thru November 30	December 15	175	November 18	December 1
158b	December 31	January 18	176	November 18	December 3
160	November	December 15	177	January 1 through January 15	February 4
161	November 18	December 1	178	November	December 6
161a	November 18	December 5	179	November 30	December 16

The months referred to in the above chart are in the period from July 1941 through February 1942 except as noted.



Howard C. Hunter
Commissioner of
Work Projects

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

1734 NEW YORK AVENUE, NW.

WASHINGTON, D. C.

October 15, 1941

HOWARD O. HUNTER
COMMISSIONER OF WORK PROJECTS

Transmittal Letter (Volume I, Organization and Administration) No. 43

TO: All State Work Projects Administrators

SUBJECT: Transmittal of General Order No. 4, Amendment No. 1

Transmitted herewith is General Order No. 4, Amendment No. 1, providing for a payment of wages in addition to the schedule of monthly earnings for project wage employees assigned to work on projects within the Continental United States.

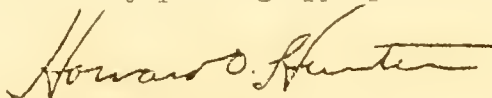
Attention is directed to the fact that this order is effective with pay roll periods beginning on and after November 1, 1941.

Amendment No. 1 does not change the basic schedule of earnings established by General Order No. 4, but provides for an additional payment of wages during the present emergency to assist in meeting the increased cost of living. This additional payment amounts to an increase in earnings of \$5.20 per month for persons assigned in the Unskilled "B", Unskilled "A," Intermediate, and Skilled wage classes and \$3.90 per month for those assigned in the Professional and Technical wage class. However, it does not provide for any increase in earnings for project wage employees whose earnings have already been increased because of the fact that they are scheduled to work more than 120 hours per 4-week fiscal period on certified national defense projects.

All general and special wage adjustments based on geographic or urbanization groups which have been authorized shall remain in effect and the additional payment shall be applied to the schedule of earnings currently applicable to all project wage employees who are scheduled to work on the basis of 130 hours per month. The increase in earnings shall not be applicable to persons assigned as WPA In-Plant Trainees.

Each State Work Projects Administrator shall issue revised State Administrator's Orders applying the schedule of monthly earnings plus the additional payments as provided in Amendment No. 1 to General Order No. 4 to the various counties, two copies of which shall be forwarded to the Assistant Commissioner in charge of the Division of Employment.

Complete information with respect to the increase in scheduled earnings and the methods used in computing the first pay rolls paid under the new rates should be disseminated by posting appropriate notices on the project bulletin boards.



Howard O. Hunter
Commissioner of Work Projects

A3356

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

1734 NEW YORK AVENUE, NW.

WASHINGTON, D. C

HOWARD O. HUNTER
COMMISSIONER OF WORK PROJECTS

October 15, 1941

Transmittal Letter (Volume I, Organization and Administration). No. 41

TO: All State Work Projects Administrators

SUBJECT: Revision of Pages 1.4.033, 1.4.034, 1.4.035, 1.4.036, 1.4.043, 1.4.047, 1.5.027, 1.6.017, 1.A.001, and 1.A.002, Volume I, of the Manual of Rules and Regulations

Transmitted herewith are revisions of pages 1.4.033, 1.4.034, 1.4.035, 1.4.036, 1.4.043, 1.4.047, 1.5.027, 1.6.017, 1.A.001, 1.A.002 of the Manual of Rules and Regulations.

Revised page 1.4.033 provides that where warranted by the work necessary to arrange and microfilm the accumulation of inactive records for the period from November 1933 through June 30, 1940, a State-wide records project shall be set up.

Records originated subsequent to June 30, 1940, shall be retired and preserved in accordance with prescribed regulations.

Revised page 1.4.035 provides that unless specifically exempted all inactive files of the Work Projects Administration shall be centralized in or near the State office where the State Records Officer shall supervise the consolidation and maintenance of such files.

Revised page 1.4.043 provides that special arrangements have been made to insure adequate preservation of Federal theater project records.

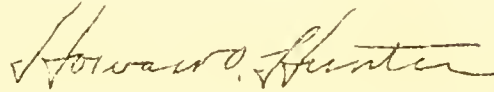
Revised page 1.4.047 provides that time reports, WPA Forms 502 and 508, shall be microfilmed upon becoming inactive.

For reference purposes, the D. O. voucher number obtained from the paid copy of the payroll shall be inserted in the upper right-hand corner of the time reports before being microfilmed.

FIELD TIME BOOKS, WPA Forms 501, or equivalent shall be maintained without microfilming for a period of 3 years from date of origin, at which time they shall be destroyed in accordance with prescribed regulations.

Revised page 1.5.027 adds "noncertified persons assigned to projects" to the list of preferences to be followed in selecting persons for vacant appointive positions.

Revised page 1.6.017 requires WPA Form 211 to be furnished to division heads.

A handwritten signature in cursive script, reading "Howard O. Hunter". The signature is written in dark ink and is positioned above the printed name and title.

Howard O. Hunter
Commissioner of
Work Projects

**FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION**
1734 NEW YORK AVENUE, NW.
WASHINGTON, D. C.

HOWARD O. HUNTER
COMMISSIONER OF WORK PROJECTS

October 10, 1941

Transmittal Letter (Volume I, Organization and Administration) No. 40

TO: All State Work Projects Administrators

SUBJECT: Revision of Pages 1.5.045, 1.5.046, 1.5.060, 1.5.065 and 1.5.066 and addition of Pages 1.5.0461 and 1.5.0462 of the Manual of Rules and Regulations

Transmitted herewith are revised pages 1.5.045, 1.5.046, 1.5.060, 1.5.065, and 1.5.066 and new pages 1.5.0461 and 1.5.0462 of Volume I, Organization and Administration, of the Manual of Rules and Regulations.

Pages 1.5.045, 1.5.046, and 1.5.0461 provide that any appointive employee who has heretofore or who may hereafter be ordered to active military or naval duty shall be returned to active duty in the position held open for him upon application for reinstatement within 40 days following the termination of such service.

The above-mentioned pages rescind section 2 of General Letter No. 325, Revised, dated October 30, 1940.

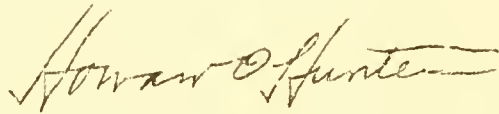
The revision of page 1.5.060 provides that an employee who may be ordered to active military or naval duty shall be entitled to receive, in addition to his military pay, compensation covering his accumulated or current accrued annual leave or elect to have such leave remain to his credit until he returns from active military or naval duty.

The revision of page 1.5.065 removes the regulation which prohibited the granting of annual leave to an employee who was ordered to active military or naval duty when the combined salaries received by the employee would have exceeded \$2,000 per annum.

As the revised regulations provide that employees shall be entitled to their annual leave, or to elect to carry it over until their return to their civilian positions, those employees who have heretofore been ordered to active military or naval duty shall be notified by the State Administration in which they were employed of their rights in the matter. There shall be enclosed with this notice an APPLICATION FOR LEAVE, WPA Form 253.

The employee shall inform the State Administration of his decision, and if he elects to receive compensation for his accumulated and current accrued annual leave he shall submit, with his decision, the APPLICATION FOR LEAVE, WPA Form 253, properly executed.

Annual leave payments shall not be granted prior to the receipt of the APPLICATION FOR LEAVE, WPA Form 253, from the employee. In some cases employees may have an accumulation of leave, including current accrued leave, in excess of 60 days. If such employees elect to have their leave remain to their credit, it would seem advisable for them to receive compensation for that part of their leave in excess of 60 days.



Howard O. Hunter
Commissioner of
Work Projects

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

1734 NEW YORK AVENUE, NW.
WASHINGTON, D. C.

A3062

HOWARD O. HUNTER
COMMISSIONER OF WORK PROJECTS

August 8, 1941

Transmittal Letter (Volume I, Organization and Administration) No. 38

TO: All State Work Projects Administrators

SUBJECT: Transmitting Revised Pages 1.1.005 and 1.1.006 of the Manual of Rules and Regulations

Transmitted herewith are revised pages 1.1.005 and 1.1.006 of the Manual of Rules and Regulations.

The revised pages indicate regional changes, including (1) the elimination of Region 8 and the establishment of a new Region 7 with offices in Salt Lake City, Utah, and (2) the transfer of the District of Columbia to Region 2.



Howard O. Hunter
Commissioner of Work Projects

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

1734 NEW YORK AVENUE, NW.
WASHINGTON, D. C.

HOWARD O. HUNTER
COMMISSIONER OF WORK PROJECTS

August 1, 1941

Transmittal Letter (Volume I, Organization and Administration) No. 37

TO: All State Work Projects Administrators

SUBJECT: Revisions to Pages 1.4.046, 1.4.047, 1.4.048, 1.4.049,
1.4.050, 1.4.052, 1.5.050, 1.6.017, and 1.6.025, Volume
I, of the Manual of Rules and Regulations

Transmitted herewith are revisions of pages 1.4.046, 1.4.047,
1.4.048, 1.4.049, 1.4.050, 1.4.052, 1.5.050, 1.6.017, and 1.6.025 of
the Manual of Rules and Regulations.

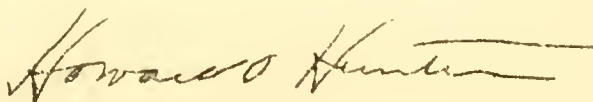
The revision of page 1.4.046 provides that no compensation
file shall be destroyed until it has been examined carefully to make
certain that all original pertinent documents have been sent to the
Commission and that there has been no activity of any nature with
reference to the case for at least 2 years. This provision shall be
called to the attention of the State Compensation Officer.

The revision of page 1.4.052 provides that in disposing of
compensation and employment case record files they shall be destroyed,
since the information contained in such records is confidential in its
nature.

// Revised page 1.5.050 provides that marital status as such //
shall not be used as a basis for terminating administrative personnel.

Revised page 1.6.017 incorporates a provision for the
elimination of the travel identification assigned to any employee at
the time such employee enters final annual leave status.

Revised page 1.6.025 permits State Administrative Officers
to certify long-distance telephone charges.



Howard O. Hunter
Commissioner of Work Projects

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

1734 NEW YORK AVENUE, NW.

WASHINGTON, D. C.

A1786

HOWARD O. HUNTER

COMMISSIONER OF WORK PROJECTS

June 24, 1941

Transmittal Letter (Volume I, Organization and Administration)
No. 32, Supplement No. 1

TO: All State Work Projects Administrators

SUBJECT: Revision of Page 1.6.025 of Volume I of the Manual
of Rules and Regulations

Transmitted herewith is a revision to page 1.6.025 which was inadvertently omitted when Transmittal Letter (Volume I, Organization and Administration) No. 32 was sent out under date of June 19, 1941.

This revision provides that State Work Projects Administrators, Deputy Administrators, Assistant Administrators, and State Directors of Finance are authorized to execute the certificates required by law on all vouchers covering long-distance telephone tolls.



Howard O. Hunter
Commissioner of
Work Projects

A2733

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

1734 NEW YORK AVENUE, NW.
WASHINGTON, D. C.

HOWARD O. HUNTER
COMMISSIONER OF WORK PROJECTS

June 19, 1941

Transmittal Letter (Volume I, Organization and Administration) No. 32

TO: All State Work Projects Administrators

SUBJECT: Revisions to Volume I of the Manual of Rules and Regulations

Transmitted herewith are revisions of pages 1.3.002, 1.3.0021, 1.4.011, 1.4.012, 1.6.025 and 1.4.001 of Volume I of the Manual of Rules and Regulations.

Revised page 1.3.002 provides that the authorization of the release of official information of a routine character where determined not to be inimical to the public interest shall be considered a non-delegable authority of the State Administrator, except that he may designate the Deputy Administrator, Assistant Administrator, or State Division Directors to make such determinations and authorize the release of such information, as provided on revised page 1.4.011.

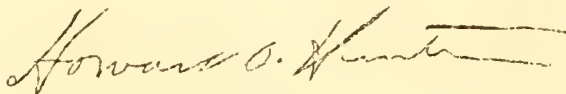
The revision of page 1.3.0021 eliminates the provision relating to certification of long-distance telephone toll charges. Revised instructions regarding such certifications are provided on page 1.6.025.

Revised page 1.4.011 provides that the State Administrator may designate the Deputy Administrator, Assistant Administrator, or State Division Directors to authorize the release of information of a routine character in cases where such release will not be inimical to the public interest.

Revised page 1.4.012 provides that where response to a subpoena is authorized, true copies of the records subpoenaed may be prepared and turned over to the judicial or other officer or body unless the State Administrator determines it inadvisable to have the records reproduced because of the burden imposed. The employee designated to respond to the subpoena may carry with him the original records for inspection and authentication purposes, but such records may not leave his custody and must be returned to the files of this Administration.

Revised page 1.4.012 also provides revised instructions relating to the release of information or records pertaining to compensation cases. The provisions of Section 21.21 of the Regulations of the United States Employees' Compensation Commission are quoted for the guidance of State Administrations.

Revised page 1.6.025 provides that State Work Projects Administrators, Deputy Administrators, Assistant Administrators and State Directors of Finance are authorized to execute the certificates required by law on all vouchers covering long-distance telephone tolls.

A handwritten signature in cursive script, reading "Howard O. Hunter". The signature is written in dark ink and is positioned above the printed name and title.

Howard O. Hunter
Commissioner of
Work Projects

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

1734 NEW YORK AVENUE, NW.

WASHINGTON, D. C.

HOWARD O. HUNTER

COMMISSIONER OF WORK PROJECTS

June 17, 1941

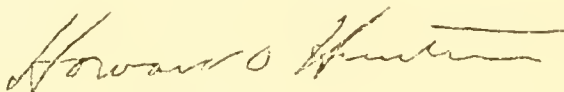
Transmittal Letter (Volume I, Organization and Administration) No. 31

TO: All State Work Projects Administrators

SUBJECT: Index of Material in Volume I of the Manual of Rules and Regulations

Transmitted herewith is a complete index of the material in Volume I, Organization and Administration, of the Manual of Rules and Regulations.

The index is arranged separately by subject and by form number. The central office should be notified of any adjustments or additions which appear necessary for the convenient use of the index.



Howard O. Hunter
Commissioner
of Work Projects

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

A2701

1734 NEW YORK AVENUE, NW.
WASHINGTON, D. C.

HOWARD O. HUNTER
COMMISSIONER OF WORK PROJECTS

June 18, 1941

Transmittal Letter (Volume I, Organization and Administration) No. 30

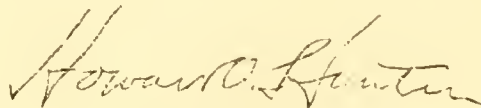
TO: All State Work Projects Administrators

SUBJECT: Revisions to Chapter VI, Volume I, of the Manual of Rules and Regulations

Transmitted herewith are revisions of pages 1.6.004, 1.6.005, and 1.6.008 of the Manual of Rules and Regulations.

The revision of page 1.6.004 provides for deletion of the limitations previously in force regarding air travel, in accordance with the provisions of Budget Circular No. 370 and Government Travel Regulations as amended March 7, 1941 and inserts provisions concerning method of transportation.

The revision of page 1.6.008 provides that in those cases where an employee is authorized to travel in a privately owned motor vehicle at a stated rate per mile not to exceed cost by common carrier, reimbursement on a mileage basis is limited to the cost of first-class railroad fare (including the cost of pullman or parlor car accommodations) between the points traveled.



Howard O. Hunter
Commissioner

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

1734 NEW YORK AVENUE, NW.

WASHINGTON, D. C.

OWARD O. HUNTER

COMMISSIONER OF WORK PROJECTS

May 20, 1941

Transmittal Letter (Volume I, Organization and Administration) No. 22

TO: All State Work Projects Administrators

SUBJECT: Revisions to Chapters 2 and 6, Volume I,
of the Manual of Rules and Regulations

Transmitted herewith are revisions of pages 1.2.029, 1.2.030, 1.6.013, 1.6.020, 1.6.031, 1.6.051, 1.6.053, 1.6.054, and 1.6.0541 of the Manual of Rules and Regulations. The revisions effected on these pages are outlined below.

Revised page 1.2.030 The specific functions of the Regional Administrative Officer shall include the review and making of appropriate recommendations regarding requests of State Administrations for approval of (a) the purchase or rental of items of furniture and office equipment within the categories designated on page 1.6.053 and (b) the purchase or rental of automotive equipment with administrative funds (see pages 1.6.051 and 1.6.0541).

Revised page 1.6.013 The revisor provides that where travel is performed on a mileage basis in a vehicle owned by or registered in the name of some person other than the traveler or a person of other than the same family name as the traveler, it is required that the travel voucher be supported by a showing that the claimant paid all or a substantial part of the cost of operating the vehicle over the distance traveled.

Revised page 1.6.020 Where it is shown in the heading of Standard Form 1012e that the vehicle is owned by or registered in the name of some person other than the traveler or a person of other than the same family name as the traveler, the following statement shall be added to the certification at the bottom of the form: "Also that I paid all or a substantial part of the cost of operating the vehicle for the travel for which reimbursement is claimed."

Revised page 1.6.051 The revised instructions eliminate restrictions on the rental of certain items of furniture and office equipment. The rental of only those items of furniture and office equipment within the

- 2 -

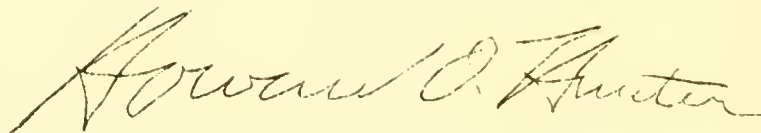
categories designated on page 1.6.053 shall be subject to the prior approval of the Assistant Commissioner in charge of the Division of Administration. The revised instructions supersede the instructions in Mr. Dort's Memorandum of October 11, 1940, which is hereby rescinded.

The revised instructions on page 1.6.051 also provide that the rental of automotive equipment with administrative funds, including the rental of such equipment to administrative units by the Supply Fund Inventory Account, shall be subject to the prior approval of the Assistant Commissioner in charge of the Division of Administration.

Revised page 1.6.053 The instructions regarding the purchase of furniture and office equipment have been revised to provide that the purchase of only those items of furniture and office equipment within the categories designated shall be subject to the prior approval of the Assistant Commissioner in charge of the Division of Administration.

Revised page 1.6.054 The revision eliminates the restrictions regarding the purchase of desk lamps.

Revised page 1.6.0541 Minor adjustments are incorporated in the instructions requiring the prior approval of the Assistant Commissioner in charge of the Division of Administration of the purchase of automotive equipment with administrative funds.



Howard O. Hunter
Acting Commissioner of Work Projects

A2459

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

1734 NEW YORK AVENUE, NW.

WASHINGTON, D. C

EDWARD O. HUNTER

COMMISSIONER OF WORK PROJECTS

May 5, 1941

Transmittal Letter (Volume I, Organization and Administration) No. 22

TO: All State Work Projects Administrators

SUBJECT: Revision to Chapter 7, Volume I, of the Manual of Rules and Regulations

Transmitted herewith are revisions of pages 1.7.017-1.7.019 of chapter 7, volume I, of the Manual of Rules and Regulations, providing for a revised report on WPA Form 169.

The revised form, which shall be reproduced locally, shall be used each month, effective with a report for April, 1941, to show employment on the WPA State Supply Section in each State.

Also transmitted are revisions of pages 1.7.003 and 1.7.005 covering changes in the number of copies and in the title of WPA Form 169. Provision is made on revised page 1.7.003 for the additional copy of WPA Form 166 to be sent to the Regional Supervisor of Employment instead of to the central office.

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

1734 NEW YORK AVENUE, NW.
WASHINGTON, D. C.

A2420

HOWARD O. HUNTER

COMMISSIONER OF WORK PROJECTS

April 26, 1941

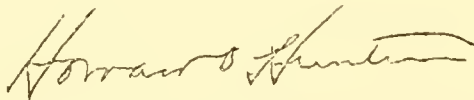
Transmittal Letter (Volume I, Organization and Administration) No. 27

TO: All State Work Projects Administrators

SUBJECT: Revisions to Chapter IV, Volume I of the Manual of Rules
and Regulations

Transmitted herewith are revised pages 1.4.043, 1.4.044, 1.4.045,
1.4.046 and 1.4.047 of the Manual of Rules and Regulations.

The revised pages incorporate changes in the (1) filing
and filing arrangement of case record folders, (2) filing com-
pensation documents, and (3) filing and permanent preservation of
earnings record cards.



Howard O. Hunter
Acting Commissioner
of Work Projects

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
1734 NEW YORK AVENUE, NW.
WASHINGTON, D. C.

HOWARD O. HUNTER
COMMISSIONER OF WORK PROJECTS

April 25, 1941

Transmittal Letter (Volume I on Organization and Administration) No. 26
Corrected*

TO: All State Work Projects Administrators

SUBJECT: Transmittal of General Order No. 2, Revised

Transmitted herewith is General Order No. 2, Revised effective May 1, 1941, which provides for adjustments in the salaries prescribed for ACS grades 5, 6, 8, 9, 10, 11, and 12 in Schedule "A", and 1, 2, 3, 4, 5, 7, 8, 9, 10, 11, and 12 in Schedule "B" of the Appointive Classification Schedule.

The salaries of employees currently occupying positions classified in the ACS grades adjusted shall not be affected by General Order No. 2, Revised, except as follows:

Each employee occupying a position classified in ACS grade 5, 6, 8, 9, 10, 11 or 12 in Schedule "A", or 1, 2, 3, 4, 5, 7, 8, 9, 10, 11 or 12 in Schedule "B", who is receiving a salary below the minimum prescribed in General Order No. 2, Revised, shall be increased in salary to the minimum salary rate established for the grade by General Order No. 2, Revised.

NOTICE OF PERSONNEL ACTION (OTHER THAN APPOINTMENT OR SEPARATION), WPA Form 259, shall be executed for each employee receiving a salary adjustment pursuant to the above instructions. The "Nature of Action" stated on such executed WPA Form 259 shall be "Salary adjustment pursuant to General Order No. 2, Revised (effective May 1, 1941) of the Work Projects Administration."



Howard O. Hunter
Acting Commissioner of Work Projects

*Schedule B of General Order No. 2, Revised, attached to Transmittal Letter (Volume I on Organization and Administration) No. 26 transmitted under date of April 24, 1941, contains a typographical error in Grade 5, Salary Step No. 7. This transmittal letter is to be substituted in its stead.

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

1734 NEW YORK AVENUE, NW.

WASHINGTON, D. C.

HOWARD O. HUNTER

COMMISSIONER OF WORK PROJECTS

April 23, 1941

Transmittal Letter (Volume I, Organization and Administration) No. 25

TO: All State Work Projects Administrators

SUBJECT: Revisions to Volume I of the Manual of Rules and Regulations, Including General Order No. 3, Revised, of the Work Projects Administration

Transmitted herewith is General Order No. 3, Revised, of the Work Projects Administration (revised pages 1.C.007 and 1.C.008 of the Manual of Rules and Regulations). The revised order is effective as of May 1, 1941.

Also transmitted herewith are revised pages 1.5.044, 1.5.065, 1.5.069, 1.5.070, and 1.6.018 of the Manual of Rules and Regulations.

The major change effected in General Order No. 3, Revised, provides for designation numbers for identification of employees authorized to administer oaths. Space is provided in the jurat to show the designation number applicable to the employee administering the oath. Where such designations are provided, it is not necessary to show the title of the employee administering the oath.

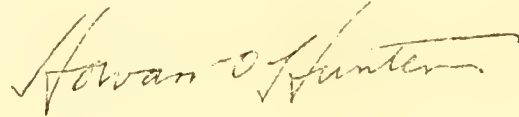
Revised page 1.5.044 clarifies the statement that an administrative salary increase or decrease may be authorized in conjunction with a transfer, subject to the regulations set forth on pages 1.5.041 - 1.5.043.

Revised page 1.5.065 incorporates the provisions of a recently enacted law providing military leave for members of the Coast Guard Reserve and placing members of the Coast Guard Reserve in the same category as members of the Naval Reserve with respect to the dual compensation statute.

Revised page 1.5.069 provides for deletion of the provision relating to cases where State Administrators may require employees to swear to application for sick leave before notaries public.

Revised page 1.5.070 provides a facsimile of WPA Form 253 as revised April 23, 1941. The revisions effected on the form are self-explanatory.

Revised page 1.6.018 provides instructions relating to the administering of oaths on Standard Form 1012 by WPA employees authorized by General Order No. 3, Revised, to administer oaths required on travel vouchers. The jurat provided on Standard Form 1012 is to be used in all cases.

A handwritten signature in cursive script, reading "Howard O. Hunter". The signature is written in dark ink and is positioned above the typed name.

Howard O. Hunter
Acting Commissioner of
Work Projects

A2384

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
1734 NEW YORK AVENUE, NW.
WASHINGTON, D. C.

HOWARD O. HUNTER
COMMISSIONER OF WORK PROJECTS

April 14, 1941

Transmittal Letter (Volume I, Organization and Administration) No. 24

TO: All State Work Projects Administrators

SUBJECT: Revision of Pages 1.2.028, 1.5.023, 1.5.024, and 1.5.025 of the Manual of Rules and Regulations

Transmitted herewith are revisions of pages 1.2.028, 1.5.023, 1.5.024, and 1.5.025 of Volume I, Organization and Administration, of the Manual of Rules and Regulations.

Revised page 1.2.028 provides for the change of the title of the head of the Supply Section for the Division of Operations from "State Property Supervisor" to "State Supply Manager," as provided on page 2.10.018.

The instructions on revised page 1.5.023 regarding appointments and changes of status which are subject to the prior approval of the Assistant Commissioners and Regional Directors have been adjusted to conform to the instructions on pages 1.2.028 and 1.2.029.

Revised page 1.5.023 also provides for elimination of "salary increases" from the types of personnel actions requiring central office approval in connection with positions to which appointments and in which changes of status are subject to central or regional office approval. However, administrative salary increases for incumbents of such positions shall be subject to the prior approval of the Regional Director, as provided on pages 1.5.043-1.5.045.



Howard O. Hunter
Acting Commissioner
of Work Projects

A2272

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

1734 NEW YORK AVENUE, NW.

WASHINGTON, D. C.

HOWARD O. HUNTER

COMMISSIONER OF WORK PROJECTS

March 21, 1941

Transmittal Letter (Volume I, Organization and Administration) No. 23

TO: All State Work Projects Administrators

SUBJECT: Transmittal of Revisions to Volume I of the Manual of Rules
and Regulations

Transmitted herewith are revised pages 1.3.002, 1.4.002, 1.4.007, 1.4.008, 1.4.009, 1.4.010, 1.5.067, 1.5.068, 1.5.069, and 1.5.070; added pages 1.3.0021 and 1.5.0701; and Appendix A, revised, of volume I of the Manual of Rules and Regulations.

Revised page 1.3.002 and added page 1.3.0021 provide a summary of the authorities granted in existing procedures to State Administrators by the Commissioner of Work Projects which shall not be delegated to subordinate officials and which shall be exercised only by the State Administrator, or Acting State Administrator in the absence of the State Administrator.

Revised page 1.4.002 provides revised instructions relating to the submission to the central office of photographs of projects. It shall be noted that only outstanding photographs of important newsworthy projects, especially national defense projects, are to be submitted. Photographs of completed projects are preferred.

Pages 1.4.007, 1.4.008, 1.4.009, and 1.4.010 have been revised in order to sectionalize on page 1.4.010 revised instructions relating to compensation for time lost and expenses incurred by WPA appointive employees testifying as witnesses in judicial proceedings. The instructions relating to project employees have been deleted and incorporated in section 32B of Operating Procedure No. E-9.

Revised pages 1.5.067 and 1.5.068 contain revised instructions relative to court leave and jury duty for appointive employees.



Howard O. Hunter
Acting Commissioner of
Work Projects

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

1734 NEW YORK AVENUE, NW.

WASHINGTON, D. C.

HOWARD O. HUNTER

COMMISSIONER OF WORK PROJECTS

March 5, 1941

Transmittal Letter (Volume I, Organization and Administration) No. 22

TO: All State Work Projects Administrators

SUBJECT: Deficiency Appropriation Act

Transmitted herewith is added page 1.B.054, Volume I, Organization and Administration, of the Manual of Rules and Regulations.

Added page 1.B.054 contains that portion of the Urgent Deficiency Appropriation Act, 1941, providing an additional appropriation for the Work Projects Administration for the fiscal year 1941.



Howard O. Hunter
Acting Commissioner
of Work Projects

A2086

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
1734 NEW YORK AVENUE, NW.
WASHINGTON, D. C.

HOWARD O. HUNTER
Acting Commissioner of Work Projects

February 7, 1941

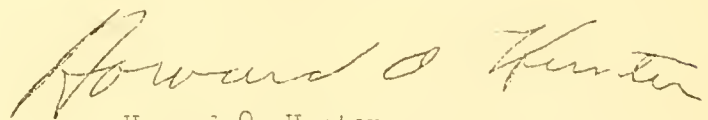
Transmittal Letter (Volume I. Organization and Administration) No. 20

TO: All State Work Projects Administrators

SUBJECT: Revision of pages 1.4.033 and 1.4.034 of the Manual of Rules and Regulations

Transmitted herewith are revised pages 1.4.033 and 1.4.034 of the Manual of Rules and Regulations.

The revised pages define the responsibilities of the State Records Officer and the Division of Community Service Programs in the operation of the microfilming project.



Howard O. Hunter
Acting Commissioner
of Work Projects

1271
A1971

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
1734 NEW YORK AVENUE, NW.
WASHINGTON, D. C

HOWARD O. HUNTER

Acting Commissioner of Work Projects

January 3, 1941

Transmittal Letter (Volume I, Organization and Administration) No. 10

TO: All State Work Projects Administrators

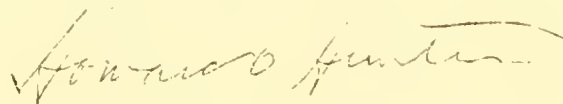
SUBJECT: Transmittal of Part III, Chapter II, Volume I, of the Manual of Rules and Regulations

There is transmitted herewith part III, chapter 2, of Volume I, Organization and Administration, of the Manual of Rules and Regulations, which prescribes the administrative and functional organization of the regional offices.

Specific functions are indicated for the Regional Director and his staff in accordance with lines of administrative authority and technical instruction and advice as prescribed on pages 1.1.011 and 1.1.012 of Volume I of the Manual of Rules and Regulations.

General Letter No. 304 is hereby superseded and rescinded.

Parts I and II of chapter 2 will be issued at a later date.



Howard O. Hunter
Acting Commissioner
of Work Projects

AL825

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

1734 NEW YORK AVENUE, NW.

WASHINGTON, D. C.

HOWARD O. HUNTER

ACTING COMMISSIONER OF WORK PROJECTS



December 1, 1940

Transmittal Letter (Volume I, Organization and Administration) No. 15

TO: All State Work Projects Administrators

SUBJECT: Transmittal of Revised pages 1.1.005 and 1.1.006 of the
Manual of Rules and Regulations

Transmitted herewith are revised pages 1.1.005 and 1.1.006 of Volume I, Organization and Administration, of the Manual of Rules and Regulations.

The revised pages incorporate changes in the Field Regions which are effective December 1, 1940. These changes provide for (1) the elimination of the Regional Office in Baltimore, Maryland, (2) the inclusion of the States in this region in adjoining regions, (3) the renumbering of the eight remaining regions, and (4) the transfer of Alabama to Region VI.

A handwritten signature in dark ink, which appears to read "Howard O. Hunter", is written over the typed name and title.

Howard O. Hunter
Acting Commissioner
of Work Projects

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
1734 NEW YORK AVENUE NW.
WASHINGTON, D. C.

F. C. HARRINGTON
COMMISSIONER OF WORK PROJECTS

August 31, 1940

Transmittal Letter (Volume I on Organization and Administration) No. 9

TO: All State Work Projects Administrators

SUBJECT: Transmittal of Revision No. 1 to General Order No. 2 and
Other Pages of Volume I of the Manual of Rules and Regulations

Section 1. General There are transmitted herewith Revision No. 1 to General Order No. 2 of the Work Projects Administration and other pages for insertion in Volume I, Organization and Administration, of the Manual of Rules and Regulations.

Revision No. 1 to General Order No. 2 is transmitted herewith as page 1.C.006 of volume I. Revision No. 1 provides for an upward adjustment in the salaries prescribed for ACS grades 13 and 14 of the Appointive Classification Schedule, effective as of September 1, 1940. The salaries of employees currently occupying positions classified in ACS grades 13 and 14 shall not be affected by Revision No. 1 to General Order No. 2, except as follows:

1. Each employee occupying a position classified in ACS grade 13 or 14 who is receiving the minimum salary heretofore prescribed for such grade shall be increased in salary to the minimum salary rate established for the grade by Revision No. 1 to General Order No. 2.
2. Each employee occupying a position classified in ACS grade 13 or 14 who is receiving the maximum salary prescribed for such grade and who, previous to the application of the Appointive Classification Schedule, was paid for the same duties at a salary rate in excess of the maximum rate heretofore prescribed in General Order No. 2 for such grade, may, in the discretion of the State Administrator, be increased in salary to the maximum rate established for the grade by Revision No. 1 to General Order No. 2.

NOTICE OF PERSONNEL ACTION (OTHER THAN APPOINTMENT OR SEPARATION), WPA Form 259, shall be executed for each employee receiving a salary adjustment pursuant to the above instructions. The "Nature of Action" stated on such executed WPA Form 259 shall be "Salary adjustment pursuant to Revision No. 1 to General Order No. 2 of the Work Projects Administration."

Pages 1.C.003 and 1.C.004 are additional pages to Appendix C to Volume I transmitted herewith. These pages contain General Order No. 2 of the Work Projects Administration which prescribes the Appointive Classification

Schedule for WPA appointive employees.

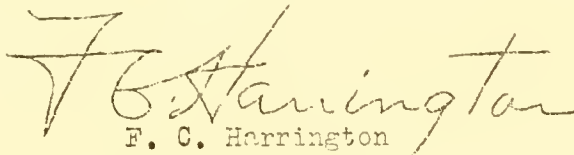
Pages 1.5.003, 1.5.004, and 1.5.009 are revised pages of chapter V of volume I transmitted herewith. Minor changes have been made on pages 1.5.003 and 1.5.004. Page 1.5.009 as revised contains provisions relating to the Appointive Classification Schedule as established by General Order No. 2 of the Work Projects Administration and revisions and amendments thereto.

General Letter 517 and the memorandum by Dallas Dort July 27, 1940, on the subject of "Changes in Personal Services Budget Resulting from Classification" are hereby rescinded. However, the following instructions provided in General Letter No. 317 shall remain in full force and effect until the adjustments required by the application of the Appointive Classification Schedule have been effected:

"Effective with the work period beginning July 16, 1940,* all State Administration appointive employees, except employees in final annual leave, shall be given a new appointment letter indicating the approved appointive classification grade and title as shown on WPA Form 252 and the salary established in accordance with instructions hereinafter set forth. Letters of appointment shall be issued whether a salary change is involved or not. In the case of temporary appointive employees not covered by the Appointive Classification Schedule, existing letters of appointment may remain in effect until their expiration date."

*Amended by lettergram from Mr. Hunter dated July 10, 1940

The finance instructions in General Letter No. 317 relating (1) to the furnishing of copies of the Appointive Classification Schedule to the Treasury State Accounts Office, and (2) to the payment of appointive employees on the fifteenth and last day of each calendar month shall remain effective pending the incorporation of such instructions in volume IV of the Manual of Rules and Regulations.


F. C. Harrington
Commissioner of
Work Projects.

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
1734 NEW YORK AVENUE NW.
WASHINGTON, D. C.

A1473

F. C. HARRINGTON
COMMISSIONER OF WORK PROJECTS

August 30, 1940

Transmittal Letter (Volume I, Organization and Administration) No. 8

TO: All State Work Projects Administrators

SUBJECT: Revision and Transmission of Various Pages of Chapters
V and VI of Volume I, Organization and Administration

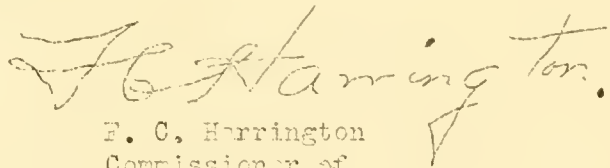
Transmitted herewith are pages 1.5.041, 1.5.042, and 1.5.043 and revised pages 1.5.044, 1.5.067, 1.6.046, 1.6.0461, 1.6.053, 1.6.054 and 1.6.0541 of Volume I, Organization and Administration, of the Manual of Rules and Regulations.

Pages 1.5.041, 1.5.042, and 1.5.043 provide instructions which were omitted when chapter V was originally issued.

Revised page 1.5.044, provides additional regulations for salary increases in the case of a promotion.

Revised page 1.5.067 contains regulations in cases where appointive employees are called to jury duty. The revised regulation is in conformance with Public Law No. 676, 76th Congress, approved June 29, 1940.

The revised pages 1.6.046, 1.6.0461, 1.6.053, 1.6.054, and 1.6.0541 contain instructions covering the purchase of office furniture and equipment and provide the basic principles governing the submission and approval of requisitions for such items. Revised page 1.6.046 specifically provides that all duplicating equipment used for administrative and Supply Section purposes normally shall be located at the State administrative office and the cost of reproduction charged to administrative expense. Provision also is made for the limited use of duplicating equipment on specific professional and service projects.


F. C. Harrington
Commissioner of
Work Projects

FEDERAL WORKS AGENCY

WORK PROJECTS ADMINISTRATION

MANUAL
OF RULES
AND REGULATIONS

Volume I

Organization and Administration

FEDERAL WORKS AGENCY

U. S. WORK PROJECTS ADMINISTRATION

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MANUAL OF RULES AND REGULATIONS

Volume I

Organization and Administration

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PREFACE

The Manual of Rules and Regulations of the Work Projects Administration is designed for issuance as a four-volume edition of all policy and regulatory procedures for the organization and operation of the Work Projects Administration. When completed, it will consist of the following volumes:

- Volume 1 Organization and Administration
- Volume 2 Project Planning and Operation
- Volume 3 Employment
- Volume 4 Finance

The Manual is issued in loose-leaf form so as to permit the insertion or removal of pages upon which additions or deletions of procedural statements are made necessary by changes in policy or fact. Revised or added pages will be issued as needed, and the volumes shall be kept up to date by all persons to whom issued and who are entrusted with the responsibility of operation of any phase of the program.

To permit ready reference, as well as to provide a simple method of numbering which will allow expansion or contraction when needed, a page numbering system is provided based upon a modified decimal plan. Each page number consists of three sets of numbers set off by decimal points. The first series represents the volume number; the second series, the chapter number within the volume; and the third, the page number within the chapter. As a result, page 1 of chapter 1 of volume 1 would be identified by the number 1.1.001. Pages are numbered in a decimal series of three digits, permitting a possible original issuance of 999 pages to a chapter. In this way, when it is found necessary to add a page between two numbered pages (i.e., 1.3.015 and 1.3.016), the new page will be numbered as a fourth digit of the decimal using the number of three decimal digits immediately preceding the new page (i.e., 1.3.0155).

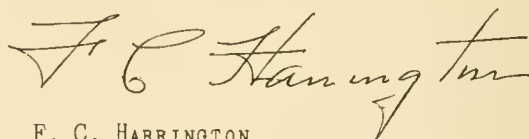
Volumes are divided into numbered chapters, and chapters into numbered parts. Further subject divisions are identified by titles but not by numbers. In this way, complete new subjects below a part division may be added without disturbing the subject numbering.

Revised pages will be identified by the following statement in the lower inside of the page "Revised _____ (date) _____." Additional pages will show "Added _____ (date) _____." Revised or added pages will be transmitted by means of a series of four "Transmittal Letters," one series for each volume and numbered consecutively for each series. The transmittal letters will serve the following threefold purposes:

1. Transmit as an attachment the pages to be substituted or added and give instructions for insertion.
2. State the new policy or the change in policy involved and the reason for such new policy or change in policy.
3. Give such nonrecurring instructions as are necessary to effect the new or changed policy and the date such policy shall be made effective.

The material contained in this Manual will have to remain flexible in order that changes may be made to meet changing conditions or problems. Complete volumes will be issued in limited number in order to facilitate maintenance of an accurate mailing list for the forwarding of revisions for the maintenance of the books. It is the responsibility of all WPA employees to maintain the material on a current basis and to insert or substitute all additional or revised pages received. Transmittal letters shall be detached and filed separately.

In accordance with the authority vested in the Commissioner of Work Projects by the Emergency Relief Appropriation Acts, the rules and regulations, as stated in the Manual of Rules and Regulations, are declared to be the rules of the Work Projects Administration until changed or modified by the order of the Commissioner or the Law.

A handwritten signature in cursive script, reading "F. C. Harrington". The signature is written in dark ink and is positioned above the printed name and title.

F. C. HARRINGTON

Commissioner of Work Projects

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Chapter I

CREATION AND ORGANIZATION DEVELOPMENT

PART I. CREATION, PURPOSE, AND GENERAL AUTHORITY

The Emergency Relief Appropriation Act of 1935, approved April 8, 1935, provided an appropriation for relief and work relief on useful projects. The President of the United States was authorized by this act to establish and prescribe the duties and functions of necessary agencies within the Government to carry out this purpose.

Emergency
Relief Approp-
riation Act
of 1935.

The President, by Executive Order No. 7034, dated May 6, 1935, created the Works Progress Administration to administer a program to provide relief and work relief and to increase employment by providing for useful projects for which funds were appropriated in the Emergency Relief Appropriation Act of 1935.

Creation of the
Works Progress
Administration.

Objective and Basic Functions

The original purpose of the Works Progress Administration as expressed in Executive Order No. 7034 was as follows: "A Works Progress Administration is established which shall be responsible to the President for the honest, efficient, speedy, and coordinated execution of the work relief program as a whole and for the execution of that program in such manner as to move from the relief rolls to work on such projects or in private employment the maximum number of persons in the shortest time possible."

Defined Objec-
tive.

Under the President's First Plan on Government Reorganization, submitted to Congress on April 25, 1939, the Works Progress Administration was incorporated in the Federal Works Agency, under the name of Work Projects Administration.

The Work Projects Administration is responsible for the planning and operation of useful work projects sponsored by local and Federal agencies and designed and scheduled so as to provide a maximum employment in all localities where relief from unemployment is needed.

1.1.001

Legislative Development of the Work Program

Continuation of
Works Progress
Administration
by ERA Acts.

The powers and functions of the Works Progress Administration, as defined by Executive Order No. 7034, were continued by Executive Orders No. 7396, dated June 22, 1936, and No. 7649, dated June 29, 1937, which made applicable to the program carried on under the Emergency Relief Appropriation Acts of 1935 and 1937, respectively, all Executive Orders, rules, and regulations issued under authority of the Emergency Relief Appropriation Act of 1935.

Authority
Vested in the
Federal Admin-
istrator by ERA
Act of 1938.

By the Emergency Relief Appropriation Act of 1938, the Works Progress Administration and the National Youth Administration were extended until June 30, 1939. This act also vested the Federal Administrator of the Works Progress Administration with authority to prescribe rules and regulations necessary for carrying out the purposes of the act so far as they relate to the Works Progress Administration, and to make allocations to other Federal agencies.

Creation of
Work Projects
Administration
by Reorganiza-
tion Plan No. 1.

Under authority vested in him by the Reorganization Act of 1939, approved April 3, 1939, the President evolved Reorganization Plan No. 1 providing for the consolidation of the Works Progress Administration and its functions (with the exception of the National Youth Administration) and certain other agencies into the Federal Works Agency. The plan further provided that the Works Progress Administration and its functions should henceforth be administered as the Work Projects Administration. Reorganization Plan No. 1 was approved by Congress in Public Resolution No. 20, 76th Congress, to become effective July 1, 1939.

Basic Provi-
sions of ERA
Act of 1939.

The Emergency Relief Appropriation Act of 1939, approved June 30, 1939, appropriated funds to the Work Projects Administration for the prosecution of projects approved by the President under the Emergency Relief Appropriation Acts of 1935, 1936, 1937, and 1938, and certain types of public projects, Federal and non-Federal, subject to the approval of the President. The act also authorized the Work Projects Administration to carry on, until June 30, 1940, the functions formerly vested in the Works Progress Administration subject to the provisions of the act.

Basic Provi-
sions of ERA
Act of 1941.

The Emergency Relief Appropriation Act, fiscal year 1941, approved June 26, 1940, appropriated funds to the Work Projects Administration for the prosecution of projects approved by the President under the Emergency Relief Appropriation Acts of 1937, 1938, and 1939, and certain types of projects, Federal and non-Federal, subject to the approval of the President. The act extends the Work Projects Administration until June 30, 1941.

Basic Provi-
sions of ERA
Act of 1942.

The Emergency Relief Appropriation Act, fiscal year 1942, approved July 1, 1941, appropriated funds to the Work Projects Administration for the prosecution of projects approved by the President under the Emergency Relief Appropriation Acts of 1938 and 1939, and the Emergency Relief Appropriation Act, fiscal year 1941, as amended, and supplemented by Public Law 9, Seventy-seventh Congress, and certain types of projects, Federal and non-Federal, subject to the approval of the President. The act extends the Work Projects Administration until June 30, 1942.

Position in the Federal Works Agency

In creating the Federal Works Agency, the President provided in Reorganization Plan No. 1 that a Federal Works Administrator should be placed at the head thereof and charged with responsibility for the general direction and supervision over the administration of the several agencies consolidated into the Federal Works Agency, and for the coordination of their functions.

Administrator
Head of Federal
Works Agency.

The agencies consolidated into the Federal Works Agency are:

—Five Agencies
Consolidated.

1. Public Roads Administration (formerly the Bureau of Public Roads in the Department of Agriculture).
2. Public Buildings Administration (formerly the Public Buildings Branch of the Procurement Division in the Treasury Department; the Branch of Buildings Management of the National Park Service in the Department of Interior; and the functions of the National Park Service in the District of Columbia in connection with the general assignment of space, the selection of sites for public buildings, and the determination of the priority in which the construction or enlargement of public buildings shall be undertaken).
3. United States Housing Authority (formerly in the Department of Interior).
4. Public Works Administration (formerly the Federal Emergency Administration of Public Works).
5. Work Projects Administration (formerly the Works Progress Administration).

Reorganization Plan No. 1 also provides that the Work Projects Administration shall be administered by a Commissioner of Work Projects.

Commissioner of
Work Projects.

The plan further provided for the transfer of the personnel of the several agencies consolidated into the Federal Works Agency and for the transfer of all records and property (including equipment) of the several agencies to the jurisdiction and control of the Federal Works Agency.

Personnel and
Property
Transferred to
Federal Works
Agency.

PART II. GENERAL ORGANIZATION OF THE WORK PROJECTS ADMINISTRATION

The Work Projects Administration functions through four organizational levels; namely, (1) the central Administration, (2) the regional offices, (3) the State Administrations, and (4) the district offices. The levels of organization and the functional organization at each level are outlined in this part.

Organizational
Levels of the
Work Projects
Administration.

Central, Regional, State, and District Offices

The central office of the Work Projects Administration is located in Washington, D. C.

Location of
Central and
Regional
Offices.

Field operation of the Work Projects Administration will be under the supervision of seven regional offices as follows:

Region I

Regional Office: Boston, Mass.

Connecticut	New Hampshire
Maine	Rhode Island
Massachusetts	Vermont

Region II

Regional Office: New York City, N. Y.

Delaware*	New Jersey
District of Columbia*	New York City
Maryland	New York State
	Pennsylvania

Region III

Regional Office: Atlanta, Ga.

Florida	South Carolina
Georgia	Tennessee
Kentucky	Virginia

North Carolina
Territory of Puerto Rico

Region IV

Regional Office: Chicago, Ill.

Illinois	Missouri
Indiana	Ohio
Michigan	West Virginia

Region V

Regional Office: St. Paul, Minn.

Iowa	North Dakota
Kansas	South Dakota
Minnesota	Wisconsin
Nebraska	

Region VI

Regional Office: New Orleans, La.

Alabama	Mississippi
Arkansas	Oklahoma
Louisiana	Texas

Region VII

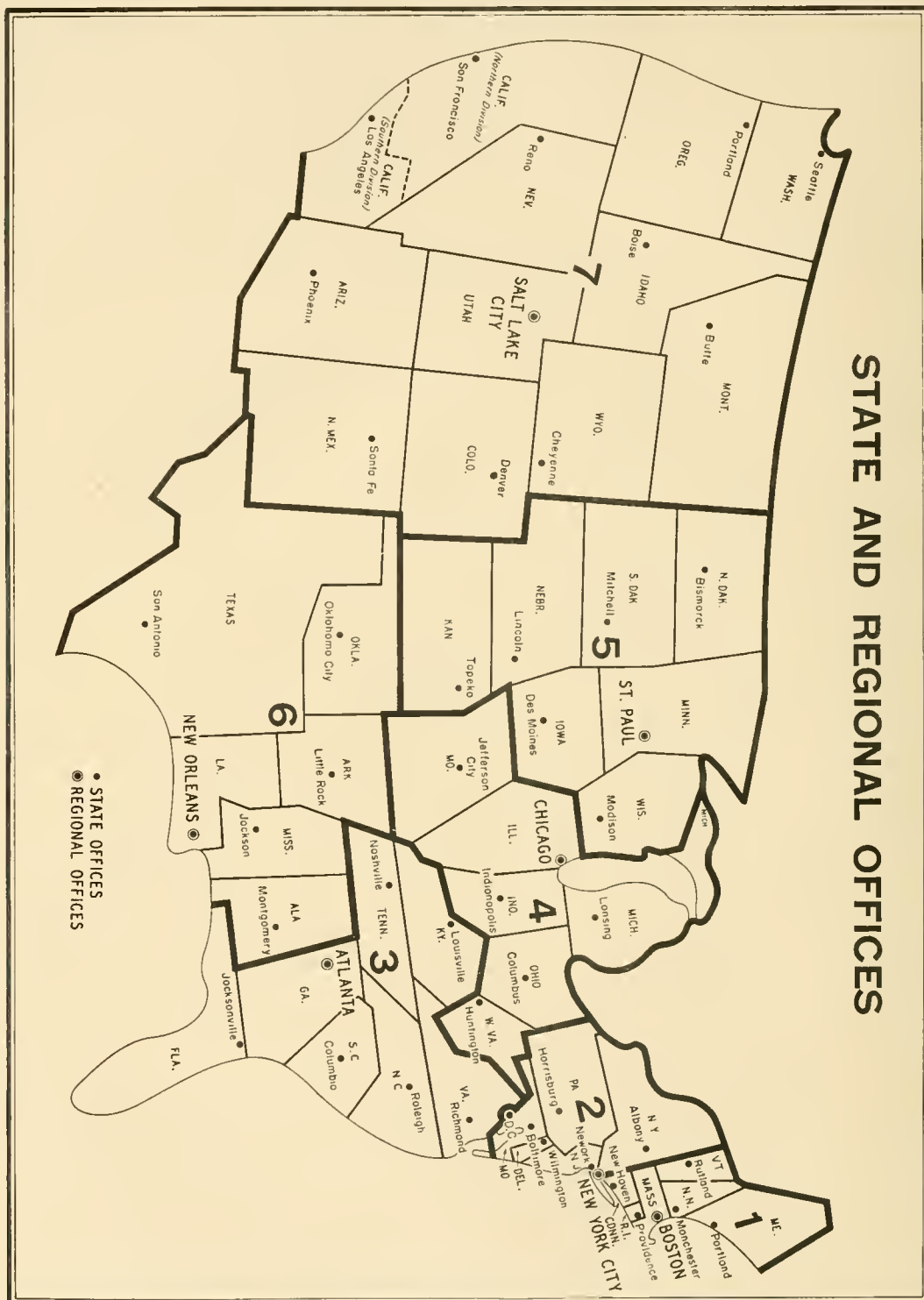
Regional Office: Salt Lake City, Utah

Arizona	Northern California
Colorado	Oregon
Idaho	Southern California
Montana	Utah
Nevada	Washington
New Mexico	Wyoming

*Operated under the jurisdiction of the Maryland State Administration.

With the exception of California and New York, the State administrative jurisdictions are coterminous with State boundaries. The organization established for Puerto Rico is comparable to and designated as a "State Administration." For administrative purposes, separate "State Administrations" have been established for northern and southern California and for New York City and New York State. The counties included in the two California State Administrations and the boroughs in the State Administration for New York City are listed below. The counties in the State of New York, exclusive of New York City, comprise the New York State Administration.

State Adminis-
trations.



California (northern division)

Alameda	Kern	Nevada	Siskiyou
Alpine	Kings	Placer	Solano
Amador	Lake	Plumas	Sonoma
Butte	Lassen	Sacramento	Stanislaus
Calaveras	Madera	San Benito	Sutter
Colusa	Marin	San Francisco	Tehama
Contra Costa	Mariposa	San Joaquin	Trinity
Del Norte	Mendocina	San Luis Obispo	Tulare
Eldorado	Merced	San Mateo	Tuolumne
Fresno	Modoc	Santa Clara	Yolo
Glenn	Mono	Santa Cruz	Yuba
Humboldt	Monterey	Shasta	
Inyo	Napa	Sierra	

California (southern division)

New York City

Imperial	San Bernardino	Bronx
Los Angeles	San Diego	Brooklyn
Orange	Santa Barbara	Manhattan
Riverside	Ventura	Queens
		Richmond

Where necessary for operating purposes, the area encompassed by a State Administration is subdivided into districts. District Offices.

Where desirable in order to facilitate the field supervision of operations, areas within a district are established but no general administrative offices are maintained for such areas as area representatives are under the direct supervision of the district offices. Areas.

Added Dec. 1, 1940

Functional Organization of the Work Projects Administration

The functional organization of the Work Projects Administration stems from the central Administration, through regional, State, and district offices. In the exercise of his responsibility for major policy-making and the conduct of the WPA program, the Commissioner is immediately assisted by a Deputy Commissioner and five Assistant Commissioners.

Basis of
Functional
Organization.

Each Assistant Commissioner is directly responsible for one or more divisions as follows:

1. Assistant Commissioner in charge of Engineering: Division of Engineering and Project Control Division.
2. Assistant Commissioner in charge of Professional and Service Projects: Division of Professional and Service Projects.
3. Assistant Commissioner in charge of the Divisions of Research, Statistics, and Finance: Division of Research, Division of Statistics, and Division of Finance.
4. Assistant Commissioner in charge of the Division of Employment: Division of Employment.
5. Assistant Commissioner in charge of Administration: Division of Administration.

In addition to their other duties, the Deputy Commissioner is immediately responsible for the Division of Information, and the Commissioner for the Division of Investigation.

Functionally, the central Administration acts as the directing head of the Administration in a policy-making and regulatory capacity. Approval of projects, establishment of standards of administration, control of expenditures, conduct of research, securing and analysis of statistical and other reports, and establishment of standards of employment and production are handled by the central Administration for the Work Projects Administration as a whole.¹

Functions of
Central Admin-
istration.

Each regional staff functions under a Regional Director who is the official representative of the Commissioner in his region. The Regional Director has the function of direction and coordination of the program in the States of his region in accordance with policies and regulations prescribed by the central Administration. The Regional Director's staff includes a Chief Regional Examiner, a Chief Regional Supervisor of Employment, a Chief Regional Engineer, a Chief Regional Supervisor of Professional and Service Projects, and a Regional Statistician. The Regional Director and his staff direct and coordinate rather than administer the program within the States of the region. Orders, procedures, and general instructions issued by the Commissioner or by his authority are transmitted directly to the State Administrations.²

Functional
Organization
of Regional
Staff.

Each State Administration functions under a State Administrator. The heads of the major divisions in the State Administration are the State Directors of the Divisions of Finance, Employment, Operations, and Professional and Service Projects. The State Administrator is also immediately assisted by other staff officers, such as the State Statistician.

Functional
Organization
of State Admin-
istrations.

The State Administration has the broad responsibility of administering the WPA program within the area encompassed by the State. The State division directors advise the State Administrator as to the functioning of their respective divisions in both State and district offices. (For detailed discussion of State organization and functions, see chapter 3.)

Functional
Responsibility
of State Admin-
istrations.

¹See appendix A, item 1-1.

²See appendix A, item 1-2.

Functional
Organization
of District
Offices.

The district office functions under a District Manager who is responsible to the State Administrator for the proper promotion and coordination of the program as a whole within the district. His responsibilities may be more closely defined by the State Administrator. The functional organization of a district office includes the District Directors of the Divisions of Operations and Professional and Service Projects, the District Employment Officer, and the District Finance Officer. The district office is immediately concerned with the supervision of local projects, the certification and assignment of project employees to be paid with WPA funds, and the maintenance of public relations. (For specific functions of district offices, see chapter 3, part III.)

Standard State Organizational and Functional Nomenclature

The following nomenclature shall be standard for the organizational purposes of State Work Projects Administrations. The terms used herein as functional designations shall not be confused with position titles as established for the purposes of personnel classification.

Standard
Nomenclature.

Organizational Nomenclature

1. *State Administration*.—The State organization vested by the Commissioner of Work Projects with the operation of the WPA program within a designated geographical area. Such areas are coterminous with States except as provided on page 1.1.005.
2. *District Office*.—The organization which is immediately concerned with the operation of the WPA program within a designated portion of the geographical area encompassed by the State Administration.
3. *Area*.—A subdivision of the geographical area encompassed by a district office, defined solely for the purpose of facilitating field supervision of project operations by the district office.
4. *Administrative Office*.—The office necessary for performing general administrative and service functions and which operates under the immediate supervision of the State Administrator or District Manager.
5. *Divisions*.—The major component parts of a State Administration or district office as designated for functional purposes.
6. *Sections*.—The major component parts of a division or an administrative office as designated for functional purposes.
7. *Units*.—The major component parts of a section as designated for functional purposes.
8. *Subunits*.—The major component parts of a unit as designated for functional purposes.
9. *Groups*.—The functional subdivisions of a unit.

—Organiza-
tional Ter-
minology.

Terms such as "department," "zone," "branch," "field," etc., are not used to designate organizational units of a State Administration or district office.

Functional Designations

1. *State Administrator*.—The head of a State Administration.
2. *State Director*.—The head of a division of the State Administration.
3. *District Manager*.—The officer responsible to the State Administrator for the proper promotion and coordination of the WPA program as a whole within the area encompassed by a district office.
4. *District Director, Division of Operations*.—The head of a district Division of Operations.
5. *District Director, Division of Professional and Service Projects*.—The head of a district Division of Professional and Service Projects.
6. *District Finance Officer*.—The principal officer of the Division of Finance in a district office.
7. *District Employment Officer*.—The head of a District Division of Employment.
8. *Chief*.—The head of a section under a division.
9. *Supervisor*.—The head of a unit, subunit, or group.

—Functional
Designations.

10. *Assistant*.—This term is prefixed to any of the above designations to designate an employee who assists the responsible head in the general planning, coordination, and/or supervision of the work of an Administration, division, section, etc., and who is authorized to act for his immediate superior during such superior's absence. When used in a State administrative office, the term "Deputy State Administrator" as well as "Assistant State Administrator" designates an officer who acts in general for the State Administrator with respect to functions that would be performed by an "assistant" in a subordinate office.
11. *Assistant to*.—This term is prefixed to any of the above designations to designate an employee who assists the responsible head in the performance of general or specific functions of an Administration, division, section, etc., but who is not authorized to act in the name of his superior.

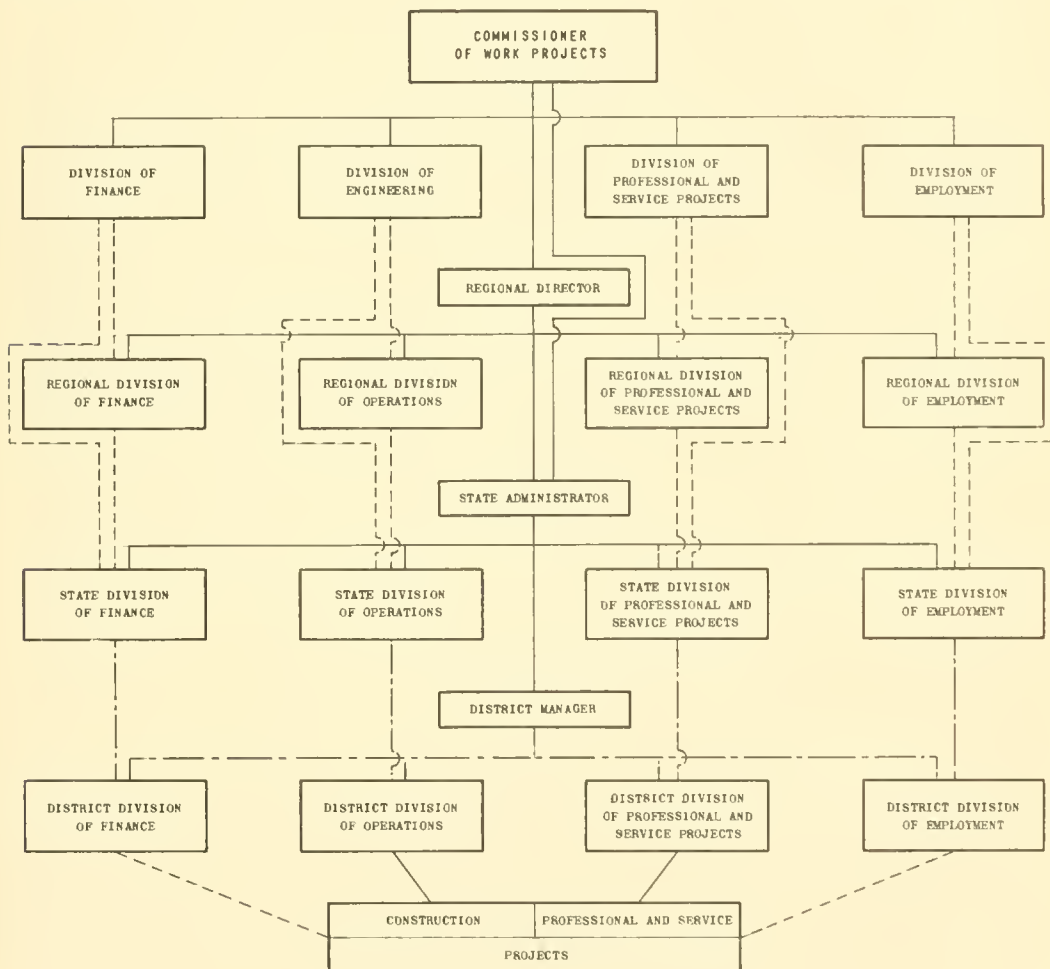
Lines of Administrative Control and Supervision

The functions of the Work Projects Administration are performed at four organizational levels; namely, (1) the central Administration, (2) the regional offices, (3) the State Administrations, and (4) the district offices. At each level of administration the offices are under the direct administrative authority of the administrative head at that level. Two types of relationship exist between offices at different levels of administration; (1) a line of administrative or direct authority, and (2) a line of technical instruction and advice.

Relationships at and Between Levels of Organization.

The line of administrative authority flows from and to organizational units at each level of organization where the basic administrative responsibility is vested. The line of technical instruction and advice represents a relationship whereby the application of executive policies and regulations at each level and at subordinate levels is guided by technical instruction and advice as to method and technique. The flow of the lines is illustrated in the following chart.

Flow of Lines of Relationship.



- Lines of administrative authority prescribed by Commissioner.
- - - Lines of technical instruction and advice prescribed by Commissioner.
- Responsibilities to be defined by State Administrator.

Graphic Portrayal.

The preceding chart portrays (1) the relationships within the Work Projects Administration which are prescribed by the Commissioner of Work Projects, and (2) where responsibilities shall be defined by the State Work Projects Administrator.

Administrative Authorities Prescribed by Commissioner.

The lines of administrative authority prescribed by the Commissioner extend (1) from the Commissioner (a) through the Assistant Commissioners to the central office divisions, (b) to the Regional Directors, and (c) to the State Administrators; (2) from the Regional Directors (a) to the regional divisions, and (b) to the State Administrators; (3) from the State Administrators (a) to the State divisions and the sections in the State administrative offices, and (b) to the District Managers; and (4) from the district operating divisions to project.

Technical Responsibilities Prescribed by Commissioner.

The lines of technical instruction and advice prescribed by the Commissioner extend (1) from the central office divisions to the corresponding regional and State divisions and sections of the State administrative office; (2) from the regional office divisions to the corresponding State divisions and sections of the State administrative office; and (3) from the district Divisions of Employment and Finance to projects.

Relationships Prescribed by State Administrator.

The lines of administrative authority which shall be determined by the State Administrators are those defining the responsibilities of the State divisions with respect to the district divisions. In view of the authority vested in him, the State Administrator may prescribe lines of administrative authority either between State and district divisions or from the State administrative office to the district administrative office and from the district administrative office to the district divisions as to part or all of the functions; however, the lines of technical instruction may not be altered nor lessened. It is essential, however, that the actual measure of authority delegated by the State Administrator shall be commensurate with the placement of responsibilities. The relationships prescribed by the State Administrator shall be clearly defined in writing, and where a district division head is designated to serve as District Manager in addition to his divisional office, a distinct line shall be defined by the State Administrator as to the responsibilities and authorities of the individual with respect to each of his administrative capacities.

PART III. RELATIONSHIPS BETWEEN WORK PROJECTS ADMINISTRATION AND OTHER PUBLIC AGENCIES

The character of the WPA program necessitates that its operation be carried out in close cooperation with other public agencies. The other public agencies concerned in the operation of the WPA program are classified as follows: (1) public agencies for which projects are operated and which sponsor such projects; (2) public welfare agencies which refer needy persons to the Work Projects Administration for certification for employment on WPA projects; and (3) Federal agencies which perform administrative and supervisory services for the Work Projects Administration. Liaison with such public agencies is maintained by WPA divisions as outlined in this part.

Public Agencies Concerned With WPA Program.

Relations With Project Sponsors

Each WPA project is required to have a public agency as sponsor. The Emergency Relief Appropriation Act specifically provides that the funds appropriated therein shall not be available for the operation of any project sponsored solely by the Work Projects Administration.

Necessity for Project Sponsors.

Eligible sponsors for WPA projects are Federal departments; States, political subdivisions thereof, or legally constituted public agencies of a State or political subdivision; and those types of agencies and bodies specifically authorized to be eligible sponsors by the current Emergency Relief Appropriation Act. In special cases, nonprofit, quasi-public agencies which are legally controlled by public authority through power of appointment or otherwise, which receive their principal support by regular budgetary appropriations from public revenue, and the assets of which upon dissolution revert to public ownership, may sponsor WPA projects which are of direct and immediate benefit to the general public. Other eligible public agencies may act as co-sponsors with the official sponsor; nonpublic bodies and individuals who assist sponsors in planning or carrying out other WPA projects are designated as other contributors or cooperating sponsors.

Eligible Project Sponsors.

The operating divisions of the Work Projects Administration are primarily responsible for consulting with and advising prospective sponsors as to the development of projects.

Advising Project Sponsors.

The operation of approved projects is a joint responsibility of the sponsors and the Work Projects Administration. Liaison with sponsors in the operation of projects is maintained by the WPA operating divisions.

Liaison With Sponsors.

The Emergency Relief Appropriation Act also provides that not to exceed three-fourths of the total cost of all non-Federal projects to be undertaken within any State, Territory, possession, or the District of Columbia shall be borne by the United States, and not less than one-fourth of such total cost shall be borne by the State and its political subdivisions, or by the Territory, possession, or the District of Columbia, as the case may be. Provided that these provisions shall not apply to projects (1) which have been certified by the Secretary of War or the Secretary of the Navy, as being important for military or naval purposes, or (2) which authorize necessary temporary measures to avert danger to life, property, or health in the event of disaster or grave emergency caused by flood, storm, fire, earthquake, drought, or similar causes. Sponsors' contributions to the cost of projects may be in the form of cash, materials, and supplies, and to the extent that a financial burden is involved, such other items as equipment rentals, implements, space rentals, personal services at the project site, transportation and handling charges, publication and duplication costs, professional consulting services, certain types of installed equipment, land purchases, leases, easements, rights-of-way, and costs of production activities. Regulations governing amounts and types of sponsors' contributions are stated elsewhere in this Manual.

Sponsors' Contributions.

Relations With Public Welfare Agencies

Certification
of Need of WPA
Employees.

The Emergency Relief Appropriation Act provides that no relief person shall be employed on a WPA project until such person has been certified as in need of such employment by a local public certifying agency or by the Work Projects Administration.

Designation of
Public Welfare
Agency To Make
Referrals.

The Commissioner of Work Projects has prescribed that it shall be the responsibility of the State Administrator to designate and approve a public welfare agency to make referrals to the Work Projects Administration of needy persons who appear to be eligible for employment on projects. Each State Administrator also is responsible for establishing and maintaining standards of eligibility for certification.

Detailed instructions relating to agreements to be made by State Administrators with referral agencies and to certification procedure are set forth elsewhere.³

³See appendix A, item 1-3

Relations With Other Federal Agencies

Certain relations between the U. S. Treasury Department and the Work Projects Administration were prescribed by the President in Executive Order No. 7034. Relations with other Federal agencies have been established by the Commissioner of Work Projects to insure the cooperation of the Work Projects Administration in carrying out broad national policies concerning all Federal agencies.

Relations in General.

Executive Order No. 7034 charged the Secretary of the Treasury with responsibility for (1) establishing disbursing and accounting facilities under the Commissioner of Accounts and Deposits of the Treasury Department with respect to funds appropriated by Emergency Relief Appropriation Acts, and (2) the purchase, or providing a system for the purchase, under the Director of Procurement, of all materials, supplies, equipment, and nonpersonal services required by the Work Projects Administration. Liaison with the Procurement Division with respect to specifications and purchase and inspection procedure is the responsibility of the WPA Division of Operations. Liaison with the General Accounting Office, Treasury Accounts Office, and with the Procurement Division with respect to finance procedure is the responsibility of the WPA Division of Finance.

Relations With Treasury Department.

The Division of Employment maintains cooperative relations with the Bureau of Employment Security, the Bureau of Old-Age and Survivors Insurance, and the Bureau of Public Assistance of the Social Security Board, the National Youth Administration, and the Civilian Conservation Corps (all of the Federal Security Agency); the Farm Security Administration and the Federal Surplus Commodities Corporation of the Department of Agriculture; and the Railroad Retirement Board with respect to questions involving the welfare and eligibility for employment of needy persons. The Division of Employment also maintains relations with the Veterans' Administration concerning the validity of claims for veterans' preferences, and with the Bureau of Employment Security of the Social Security Board with respect to that agency's responsibility for the registration of persons seeking employment.

Relations Maintained by Division of Employment.

The research and technical consulting services of other Federal agencies are utilized by the WPA operating divisions with respect to projects involving airports, flood control, stream improvement, water conservation, educational research, child welfare, agricultural research, public health, studies of employment and unemployment, services in public welfare, park and recreation areas, archeology, etc. Liaison with such agencies for the purposes of project review is maintained by the Project Control Division and in special cases, by the operating division concerned. Liaison with the office of the General Counsel of the Federal Works Agency and the General Accounting Office on questions of project eligibility is also maintained by the Project Control Division. There are also close relations with the Bureau of the Budget, Department of Justice, and the Department of the Treasury Secret Service in all matters dealing with the field. In the operation of such projects, liaison is maintained with such agencies by the operating divisions.

Relations Maintained in Operation of Projects.

The State Statistician establishes and maintains relations with the various Federal agencies which are operating projects with transferred WPA funds in order to obtain necessary reports on project operations.

PART III. ADMINISTRATIVE AND FUNCTIONAL ORGANIZATION OF THE REGIONAL OFFICES

The eight regional offices are established as the field organization between the central office and the State offices. Each regional staff shall consist of the following basic personnel:

Regional
Offices.

1. A Regional Director.
2. A secretary to the Regional Director and such stenographic and clerical personnel as may be required.
3. A Regional Administrative Officer.
4. A Regional Statistician.
5. A Chief Regional Engineer and such Regional Engineers as may be authorized.
6. A Chief Regional Supervisor of Professional and Service Projects and Regional Supervisors of Welfare, Research and Records, and Community Service Projects.
7. A Chief Regional Supervisor of Employment and such Regional Supervisors as may be authorized.
8. A Chief Regional Examiner and such Regional Examiners as may be authorized.

— Authorized
Personnel.

Deviations from the basic pattern outlined above may be made when specifically authorized by the Commissioner of Work Projects.

— — Additional
Personnel.

The divisional heads of the regional staff listed above shall report administratively and functionally to the Regional Directors. Their instructions concerning technical and professional procedure are received from their respective divisions in the central office.

— Authority of
Staff Members.

The lines of administrative authority and of technical instruction and advice between the central office, regional offices, State offices, and district offices are outlined on pages 1.1.011-1.1.012.

— Lines of
Authority.

Regional Director

The Regional Director is the directing head of the WPA organization in the region and is responsible to the Commissioner of Work Projects for the direction and coordination of the program in accordance with law and with the policies, regulations, and special instructions prescribed by the Commissioner or under his authority. The responsibility for the direction and control of the functions of each of the main divisions is delegated to the regional division heads as outlined in the following pages. The Regional Director, through his staff, shall direct and coordinate rather than administer the program within the States of the region.

Regional
Director.

In addition to the performance of the general function of direction and coordination of the divisions, the following specific functions are assumed by the Regional Director:

— Specific
Functions.

1. Issue instructions to State Administrations in accordance with policies and regulations prescribed by the Commissioner or under his authority and interpret these policies and regulations. The extent to which this authority is delegated to members of the regional staff should be clearly defined by the Regional Director, preferably in writing.
2. Recommend changes and revisions of general policies or procedures to the Commissioner.
3. Determine the type and kind of projects which shall require regional office review and approval for the submission of project applications or for the release of projects for operation.

4. Recommend to the Commissioner monthly employment authorizations for States of the region.
5. Recommend to the Commissioner State budgets for project pay rolls, non-labor expenses, supply fund, and administration.
6. Maintain liaison with the field office of the Division of Investigation.
7. Review regional staff reports and initiate administrative action when required.
8. Represent the Commissioner in conferences with heads of governmental subdivisions and civic organizations in regard to employment problems, project sponsorship, and WPA policies.
9. Call and conduct conferences of State and regional administrative and project supervisory employees.
10. Approve requests from States for travel outside the State.
11. Approve the location or relocation of State and district offices.
12. In cooperation with the Assistant Commissioner concerned, recommend to the Commissioner for approval all appointments of regional personnel.
13. Clear and approve State administrative personnel as follows:

- (a) Recommend to the Commissioner or to the Assistant Commissioner concerned appointment of the following:

State Administrator
Deputy Administrator
State Director of Operations
State Director of Professional and Service Projects
State Director of Finance
State Director of Employment
State Statistician
State Compensation Officer
State Administrative Officer

- (b) Approve appointment of the following:

District Manager
State Information Officer

- (c) Approve upon recommendation of regional division heads appointment of the following:

Administrative Section

State Personnel Officer
State Budget Officer
State Records Officer
State Service Officer

Division of Operations

Assistant State Director
State Safety Consultant
State Supply Manager
District Director

Division of Community Service Programs

State Chief, Planning and Control Section
State Chief, Public Activities Programs Section
State Chief, Welfare Programs Section
State Chief, Research and Records Programs Section
District Director

Division of Finance

Assistant State Director
State Property Accountant
District Finance Officer

Division of Employment

Assistant State Director of Employment*
District Employment Officer

*This appointment will be submitted to the Commissioner for approval when the State Director of the division is not a qualified social worker.

Revised May 20, 1941

Regional Administrative Officer

**Regional
Administrative
Officer.**

**--Responsi-
bility.**

The Regional Administrative Officer is responsible to the Regional Director for the general conduct of the activities of the State Administrative Sections and for cooperating with the representatives of the divisions concerned in studying and analyzing the organization and operating methods of all parts of the State Administrations for the purpose of maintaining minimum expenditures consistent with effective operations.

--Authority.

The Regional Administrative Officer shall maintain a direct line of technical instruction and advice with the Division of Administration in the central office and with the Administrative Sections in the States.

**--Specific
Functions.**

The following specific functions are assigned to the Regional Administrative Officer:

1. Advise with State Administrators, Deputy Administrators, and/or the State Administrative Officers and make specific recommendations concerning personnel, organization, procedures, methods, and practices of the State and district Administrative Sections.
2. Interpret or obtain authoritative interpretation of the policies, rules, regulations, and instructions governing the functions of the Administrative Sections.
3. Recommend to the Regional Director additions to or improvements in Federal and State rules, regulations, and instructions governing the functions of the Administrative Sections.
4. Advise the States in the development and maintenance of uniform practices in writing and releasing State procedures, coordinating State procedural practices with those of the central and regional offices.
5. Advise with State Personnel Officers in all matters pertaining to personnel management, procedures, and practices.
6. Review for the Regional Director all State administrative budget requests and recommend adjustment or approval and secure adequate justifications where necessary.
7. Conduct, in cooperation with representatives of the divisions concerned, studies of administrative methods and techniques with a view to maintaining minimum expenditures consistent with effective operation.
8. Review and make appropriate recommendations regarding requests of State Administrations for approval of (a) the purchase or rental of items of furniture and office equipment within the categories designated on page 1.6.053, and (b) the purchase or rental of automotive equipment with administrative funds (see pages 1.6.051 and 1.6.054).
9. Advise with State Service Officers in the maintenance of inventory records of administrative supplies and equipment and establish adequate standards and necessary controls to provide State Administrations with space, communications, reproduction facilities, general files, and building maintenance.
10. Upon delegation by the Regional Director, approve all out-of-State travel by State administrative and project employees.
11. Prepare and submit reports prescribed by the Regional Director.
12. Make recommendations to the Regional Director on appointment or changes of status of Administrative Section personnel designated on page 1.2.028.
13. Advise with State Records Officer in all matters pertaining to the State Records Program.
14. Conduct meetings of State Administrative Section personnel when called by the Regional Director.

Regional Statistician

The Regional Statistician is responsible to the Regional Director for the general conduct of the activities of the Statistics Sections in the various States.

Regional
Statistician.
—Responsi-
bility.

The Regional Statistician shall maintain a direct line of technical instruction and advice with the Division of Statistics in the central office and with the Statistics Sections in the States.

The following specific functions are assigned to the Regional Statistician:

—Specific
Functions.

1. Advise with the State Administrators, Deputy Administrators, and State Statisticians and make specific recommendations concerning personnel, organization, procedures, methods, and practices of the State Statistics Sections.
2. Interpret or obtain authoritative interpretations of the policies, rules, regulations, and instructions governing the functions of the Statistics Sections.
3. Recommend to the Regional Director additions to or improvements in Federal and State rules, regulations, and instructions governing the functions of the Statistics Sections.
4. Review the procedures, methods, and practices adopted by the States in compiling prescribed reports outlined in the Federal instructions.
5. Review special reports prepared by the State Statisticians for use within the State organizations and recommend any adjustments necessary to make them more technically adequate or administratively useful.
6. Prepare summaries and interpret statistical and economic reports submitted by the States or other agencies for use of the Regional Director and his staff.
7. Direct the conduct of special statistical analyses in the States when such analyses are required.
8. Review State administrative budget requests covering State Statistics Sections and recommend approval or adjustments.
9. Conduct regional meetings of the State Statisticians when called by the Regional Director.
10. Prepare and submit reports prescribed by the Regional Director.
11. Make recommendations to the Regional Director on appointments or changes of status of State Statisticians.
12. Maintain liaison with the other divisions of the Administration and with other departments and agencies of the Federal Government.

Division of Operations

- Chief Regional Engineer.** The Chief Regional Engineer is the head of the Division of Operations in the regional office and is responsible to the Regional Director for the activities of the regional staff of the Division of Operations and for the general conduct of the activities of the division in the various States.
- Responsibility.**
- Authority.** A direct line of technical instruction and advice shall be maintained with the Division of Engineering in the central office and with the Division of Operations in the various State offices.
- Specific Functions.** The following specific functions are assigned to the Chief Regional Engineer and his staff.
1. Advise with the State Administrators, Deputy Administrators, and State Directors of Operations and make specific recommendations concerning personnel, organization, procedures, methods, and practices of the division in the State and district offices.
 2. Interpret or obtain authoritative interpretations of the policy, rules, regulations, and instructions governing the functions of the division.
 3. Recommend to the Regional Director additions to or improvements in Federal and State rules, regulations, and instructions governing the functions of the division.
 4. Review State administrative budget requests covering Divisions of Operations in the States and recommend adjustments or approval.
 5. Consult with State Administrators, State Directors of Operations, and sponsors concerning the submission of large or unusual projects and the plans for operating such projects.
 6. Review Division of Operations project applications as required by the Regional Director and recommend appropriate action by the central office and make recommendations to the States concerning adjustments in the applications submitted.
 7. Recommend to the Regional Director and central office projects which should be approved for release by the States, subject to review of plans, specifications, schedules, and program of operation by the regional office. The type and kind of projects requiring this review and approval shall be determined by the Regional Director.
 8. Make recommendations to the Regional Director on appointments or changes of status of administrative personnel designated on page 1.2.028.
 9. Recommend for approval the purchase of specific types of equipment used on projects or by the supply fund.
 10. Inspect Division of Operations projects and Supply Section activities and institute corrective measures, where necessary, in accordance with authorization defined by the Regional Director as provided on page 1.2.027.
 11. Establish standards of safety and direct the conduct of the safety program within the States.
 12. Consult with State Administrators, State Directors of the Division of Operations, and sponsors on important projects or policies of the division.
 13. Conduct meetings of State administrative and supervisory employees of the division when called by the Regional Director.
 14. Prepare and submit reports prescribed by the Regional Director.
 15. Review for the Regional Director requests from the States for transfer of labor to nonlabor limitations on projects.
 16. Maintain liaison with the other divisions of the Administration and with other departments and agencies of the Federal Government.

Division of Professional and Service Projects

The Chief Regional Supervisor of Professional and Service Projects is the head of the Division of Professional and Service Projects in the regional office and is responsible to the Regional Director for the activities of the regional staff of the division and for the general conduct of the activities of the division in the various States.

Chief Regional Supervisor of Professional and Service Projects.

—Responsibility.

A direct line of technical instruction and advice shall be maintained with the Division of Professional and Service Projects in the central office and in the various State offices.

—Authority.

The following specific functions are assigned to the Chief Regional Supervisor of the division and his staff:

—Specific Functions.

1. Advise with the State Administrators, Deputy Administrators, and State Directors of Professional and Service Projects and make specific recommendations concerning personnel, organization, procedures, methods, and practices of the division in the State and district offices.
2. Interpret or obtain authoritative interpretation of the policy, rules, regulations, and instructions governing the functions of the division.
3. Recommend to the Regional Director additions to or improvements in Federal and State rules, regulations, and instructions governing the functions of the division.
4. Review State administrative budget requests covering Division of Professional and Service Projects in the States and recommend adjustments or approval.
5. Consult with State Administrators, State Directors of Professional and Service Projects, and sponsors concerning the submission of large or unusual projects and the plans for operating such projects.
6. Review professional and service project applications as required by the Regional Director and recommend proper action by the central office and make recommendations to the States concerning adjustments in the applications submitted.
7. Recommend to the Regional Director and central office projects which should be approved for release by the States, subject to review of plans, specifications, schedules, and program of operation by the regional office. The type and kind of projects requiring this review and approval shall be determined by the Regional Director.
8. Make recommendations to the Regional Director on appointments or changes of status of administrative personnel designated on page 1.2.029.
9. Inspect professional and service projects and institute corrective measures, where necessary, in accordance with instructions of the Regional Director.
10. Consult with State Administrators, State Directors of Professional and Service Projects, and sponsors in regard to important projects or policies of the division.
11. Conduct meetings of State Administrative and supervisory employees of the division when called by the Regional Director.
12. Prepare and submit reports prescribed by the Regional Director.
13. Maintain liaison with the other divisions of the Administration and with other departments and agencies of the Federal Government.

Division of Finance

- Chief Regional Examiner.** The Chief Regional Examiner is the head of the Division of Finance in the regional office and is responsible to the Regional Director for the activities of the regional staff of the division and for the general conduct of the activities of the division in the various States.
- Responsibility.**
- Authority.** A direct line of technical instruction and advice shall be maintained with the Division of Finance in the central office and in the various State offices.
- Specific Functions.** The following specific functions are assigned to the Chief Regional Examiner and his staff:
1. Advise with the State Administrators, Deputy Administrators, and State Directors of Finance and make specific recommendations concerning personnel, organization, procedures, methods, and practices of the division in the State and district offices.
 2. Interpret or obtain authoritative interpretation of the policy, rules, regulations, and instructions governing the functions of the division.
 3. Recommend to the Regional Director additions to or improvements in Federal and State rules, regulations, and instructions governing the functions of the division.
 4. Review State administrative budget requests covering Divisions of Finance in the States and recommend adjustments or approval.
 5. Inspect timekeeping and other finance procedures on projects and Supply Section activities and institute corrective measures, where necessary, in accordance with instructions of the Regional Director.
 6. Review financial reports and records to verify the financial position of the various States.
 7. Conduct special examinations and audits.
 8. Advise the Regional Director relative to the status of project fund authorizations.
 9. Recommend to the Regional Director funds and budgets to be allotted to the States monthly to meet project pay rolls and nonlabor expenditures.
 10. Make recommendations to the Regional Director on appointments or changes of status of administrative personnel designated on page 1.2.029.
 11. Maintain liaison with the Regional Treasury Accounts, Disbursing, and Procurement Offices, and with the State Director of Finance.
 12. Conduct meetings of State administrative and supervisory employees of the division when called by the Regional Director.
 13. Prepare and submit reports prescribed by the Regional Director.
 14. Maintain liaison with the other divisions of the Administration and with other departments and agencies of the Federal Government.

Division of Employment

The Chief Regional Supervisor of Employment is the head of the Division of Employment in the regional office and is responsible to the Regional Director for the activities of the regional staff of the division and for the general conduct of the activities of the division in the various States.

Chief Regional Supervisor of Employment.

—Responsibility.

A direct line of technical instruction and advice shall be maintained with the Division of Employment in the central office and in the various State offices.

—Authority.

The following specific functions are assigned to the Chief Regional Supervisor of Employment and his staff:

—Specific Functions.

1. Advise with the State Administrators, Deputy Administrators, and State Directors of Employment and make specific recommendations concerning personnel, organization, procedures, methods, and practices of the division in the State and district offices.
2. Interpret or obtain authoritative interpretations of the policy, rules, regulations, and instructions governing the functions of the division.
3. Recommend to the Regional Director additions to or improvements in Federal and State rules, regulations, and instructions governing the functions of the division.
4. Review State administrative budget requests covering Divisions of Employment in the States and recommend adjustments or approvals.
5. Make recommendations to the Regional Director on appointments or changes of status of administrative personnel designated on page 1.2.029.
6. Develop methods for reviewing and evaluating local conditions affecting unemployment and relief needs in the States.
7. Make monthly estimates of the unemployment and relief needs in the States and recommend to the Regional Director the distribution of monthly employment authorizations to the States.
8. Review the agreements regarding certification and recommend approval of State or local public agencies selected by the State Administration to handle certification.
9. Advise with the States on standards for determining the need and employability of applicants for work and standards to be used in the selection of workers to be employed.
10. Advise with the States concerning methods of classification and assignment of workers.
11. Recommend, through the Regional Director, action by the central office on adjustments in the schedule of monthly earnings and deductions from earnings for subsistence requested by the States.
12. Recommend, through the Regional Director, action by the central office on requests for exemption authorizations submitted by the States.
13. Recommend, through the Regional Director, action by the central office on classifications, titles, and salary schedules for project supervisory employees submitted by the States, and on requests for approval of supervisory titles, job descriptions, and salaries (submitted on WPA Form 414).
14. Consult with State Administrators, State Directors of Employment, and representatives of other State and local agencies administering forms of public assistance.

15. Supervise labor relations in accordance with prescribed policies and procedures.
16. Conduct meetings of State administrative employees of the division when called by the Regional Director.
17. Prepare and submit reports prescribed by the Regional Director.
18. Make special inquiries as directed by the Regional Director.
19. Maintain liaison with the other divisions of the Administration and with other departments and agencies of the Federal Government.

Division of Training and Reemployment

The Chief Regional Supervisor of Training and Reemployment in the regional office is responsible to the Regional Director for the activities of the regional staff of the division and for the general conduct of the activities of the division in the various States.

Chief Regional Supervisor of Training and Reemployment.

— Responsibility.

A direct line of technical instructions and advice shall be maintained with the Division of Training and Reemployment in the central office and in the various State offices.

— Authority.

The following specific functions are assigned to the Chief Regional Supervisor of Training and Reemployment and his staff:

— Specific Functions.

1. Advise with State Administrators, Deputy Administrators, and State Directors of Training and Reemployment and make specific recommendations concerning personnel, organization, procedures, methods, and practices of the division in the State and district offices.
2. Recommend to the Regional Director additions to or improvements in Federal and State rules, regulations, and instructions governing the functions of the division.
3. Review State Administrative budget requests covering Division of Training and Reemployment in the States and recommend adjustments or approval.
4. Consult with State Administrators and State Directors of Training and Reemployment on the development of plans and programs for training and reemployment of certified persons.
5. Review Training and Reemployment project applications as required by the Regional Director and recommend proper action by the central office and make recommendations to the States concerning adjustments in the applications submitted.
6. Recommend to the Regional Director and central office projects considered as eligible for operation under the jurisdiction of the Division of Training and Reemployment, subject to review of plans, schedules, and program of operation by the regional office. The type and kind of projects requiring this review and approval shall be determined by the Regional Director.
7. Make recommendations to the Regional Director on appointments or changes of status of administrative personnel of the Division of Training and Reemployment designated on pages 1.2.028 and 1.2.029.
8. Inspect Training and Reemployment projects and institute corrective measures, where necessary, in accordance with instructions of the Regional Director.
9. Consult with State Administrators and State Directors of Training and Reemployment in regard to important projects or policies of the division.
10. Conduct meetings of State administrative and supervisory employees of the division when called by the Regional Director.
11. Prepare and submit reports prescribed by the Regional Director.
12. Maintain liaison with other divisions of the Administration and with other departments and agencies of the Federal Government.

Special Field Personnel and Division of Investigation Field Personnel

Special personnel not included in the regular regional staff who may be on official business within a region, either at the request of a Regional Director or under the instructions of the Commissioner of Work Projects, shall report to Regional Directors before entering upon their duties. Such reports shall be made either in person or in such other manner as good judgment may dictate, but it is essential that the Regional Director and appropriate members of his staff have advance information relative to the duties of any special personnel who may be working within the region.

Special
Regional
Personnel.

—Manner of
Reporting.

Unless otherwise ordered by the Commissioner of Work Projects, such special personnel shall notify the Regional Director of the completion of their assignments and shall submit to him copies of their reports and recommendations.

—Responsi-
bility of
Regional
Director.

The above regulations do not apply to personnel of the Division of Investigation.

The Division of Investigation maintains eight field offices throughout the country, each office in charge of a Field Agent. Each of the respective field offices covers the same States as the corresponding regional office, and these field offices are numbered in the same sequence as regional offices.

—Division of
Investigation
Field Offices.

Chapter 3

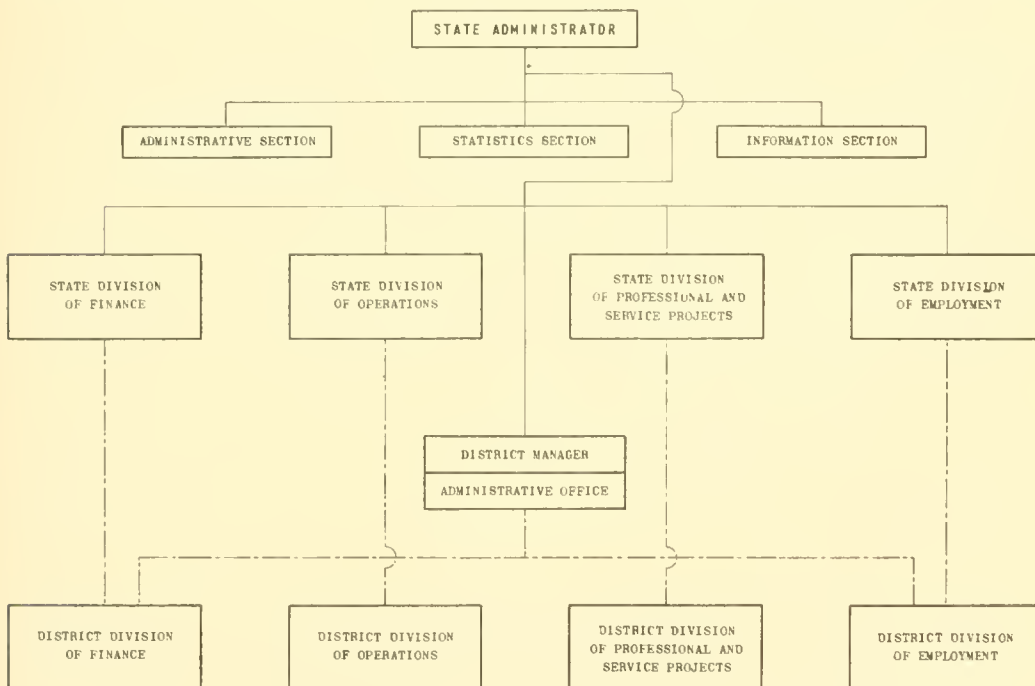
ORGANIZATION OF THE STATE AND DISTRICT OFFICES

PART 1. ORGANIZATION OF THE ADMINISTRATIVE OFFICE IN THE STATE

The functional division type of organization shall continue down through the State and district offices. The State Administrator is responsible to the Regional Director and to the Commissioner of Work Projects for the operation of the work program within the State under his jurisdiction. This chapter outlines the administrative and functional types of organization which shall be established in each State for the carrying out of this responsibility and prescribes the standard divisions, sections, or units in which the various duties shall be performed.

There is set forth below a general functional organization chart of the State Administration.

State and District Type of Organization.



State and District Functional Organization Chart.

— Lines of administrative authority prescribed by Commissioner.¹

- - - Responsibilities to be defined by State Administrator.¹

¹See p. 1.1.011 of ch. 1.

**Standardization
of State
Organization.**

The functions to be performed have been segregated into a logical division of work, and, whenever possible, the personnel performing functions indicated under several subunits, units, or sections may be combined under a single supervisor or superior chief. The operation of the work program in many States will not require the complete organization outlined hereinafter. In some large States, efficient operation may require a further division of functions than that shown. In no case, however, without approval by the regional office should part of the functions outlined herein for a unit be consolidated with more than one unit, or individual items be transferred from one unit to another. In no case shall any part of functions be transferred from one section to another without prior approval by the central office. Each State Administrator shall maintain an up-to-date organization chart for his own State based upon the following distribution of functions.

State Administrator**State
Administrator.**

The State Administrator as the administrative head of the State Work Projects Administration is responsible for the efficient operation of the WPA program in the State within the limits of rules and regulations issued by the central office and instructions of the regional offices.

**Deputy
Administrator.**

Where authorized in the larger States, the State Administrator may be assisted by a Deputy Administrator who shall be delegated with full administrative authority in the Administrator's absence and who may be delegated authority to make decisions in the first instance on problems referred by the division heads.

**Delegation of
Authority by
State Adminis-
trator.**

Authorities granted solely to State Administrators may not be delegated to any subordinate official unless authorization to delegate such authority is specifically granted by the Commissioner. Where emergency orders are necessary, confirmation by the State Administrator should follow immediately.

**Nondelegable
Authorities
of State
Administrator.**

Authorities granted to State Administrators which shall not be delegated to subordinate officials and which shall be exercised only by the State Administrator, or Acting State Administrator in the absence of the State Administrator, include the following:

1. Designation of public welfare agency to make referrals to State Work Projects Administration of needy persons who appear to be eligible for certification as in need of employment on projects.¹
2. Designation of standards of eligibility for certification.²
3. Designation of relationships between State and district divisions and between District Managers and district divisions (see pages 1.3.001 and 1.3.021).
4. Release of official information of a routine character where determined not to be inimical to the public interest, except that the State Administrator may designate the Deputy Administrator, Assistant Administrator, or State Division Directors to make such determinations and authorize the release of such information (see page 1.4.011).
5. Appointment of certifying officers (see pages 1.4.014-1.4.015 and 4.2.083-4.2.084).

¹See appendix A, item 3-1.

²See appendix A, item 3-2.

6. Authorization of additional identical positions on appointive staff and administrative positions not subject to classification, including hourly wage rates for such administrative positions not subject to classification (see page 1.5.009).
7. Authorization of appointments, terminations, and in-service personnel actions involving appointive personnel (see chapter 5 of volume 1).
8. Authorization of travel outside the State (see page 1.6.004).
9. Authorization of exceptions to regulations relating to maintenance by certified persons of active registration with local offices of the State employment service, in accordance with instructions set forth elsewhere.³
10. Designation of application of schedule of monthly earnings in accordance with provisions of General Order No. 1 of the Work Projects Administration.⁴
11. Designation of salaries and hours of work for project supervisory employees and special nonsupervisory employees assigned to the Supply Section.⁵
12. Designation of schedule of travel identifications to be applicable in the State.⁶
13. Designation of subsistence deduction rates for work camps.⁷
14. Exemptions for employment of noncertified persons.⁸
15. Designation of hours of employment for trainees assigned to training projects.⁹
16. Appointment of surveying officers (see chapter 10 of volume 2).
17. Authorization of canteen operations in work camps and method of operation (see chapter 5 of volume 2).
18. Designation of limitations on expenditures of sponsor's special cash deposit where authority is delegated to State Work Projects Administration by the sponsor (see page 4.5.007).

³See appendix A, item 3-3.

⁴See appendix A, item 3-4.

⁵See appendix A, item 3-5.

⁶See appendix A, item 3-6.

⁷See appendix A, item 3-7.

⁸See appendix A, item 3-8.

⁹See appendix A, item 3-9.

State Administrative Office

The State Administrator shall be responsible for the general coordination and direction of the functional divisions in the State office. He or the Deputy Administrator shall be responsible for direct supervision of the activities of the Administrative Section, the Statistics Section, and the Information Section.

State
Administrative
Office.

In addition to the specific functions outlined hereinafter with respect to the Administrative Section, the Statistics Section, and the Information Section, and such other functions as the State Administrator may deem essential, the following functions are assigned to the office of the State Administrator:

—General
Administrative
Duties.

1. Approves request for administrative budget, WPA Form 261; approves distribution of administrative budgets to the divisions, administrative offices, and districts.
2. Interprets the release of all procedures and releases within the State; approves divisional interpretations of Federal regulations.
3. Recommends for approval appointments of personnel requiring regional or central office approval and approves the appointment of all other administrative personnel and appointive supply fund personnel in the State.
4. Approves all communications to the executive heads of the regional and central office; reviews copies of all communications from State division heads to regional and central office division heads.
5. Approves the distribution of employment quotas by type of project and geographical area.
6. Maintains liaison with the Division of Investigation and maintains a personal file of cases handled; receives all complaints from the Division of Investigation and allocates them for settlement to the proper officials.
7. Approves the initiation for operation of all projects through the approval of WPA Form 701.
8. Approves project applications and requests for special approval, such as requests for funds for national-defense projects.

The following sections under the direct supervision of the State Administrator shall be responsible for the functions outlined below:

—Administrative
Office
Functions.

Administrative Section.—The Administrative Section, under the direction of the State Administrative Officer, is responsible for conducting organizational studies and plans designed to improve methods and maintain standards of administrative efficiency; recommending administrative budget requests and distribution of approved administrative budgets; coordinating the preparation and release of all procedures within the State in accordance with instructions on pages 1.4.021 and 1.4.022, and aiding in the coordination of the divisional interpretation of Federal regulations; carrying on the functions of the Personnel Unit for all appointive employees in the State Administration; providing for the care, preservation, and disposition of all records of the State Administration; and servicing the offices of the State Administration relative to supplies, space, communications, and other miscellaneous service functions. In the carrying out of the above responsibilities in those States where the work justifies separation of the duties, the State Administrative Officer, upon authorization by the Regional Director, may be assisted by a State Administrative Budget Officer, a State Personnel Officer, a State Records Officer, and a State Service Officer. Where the volume of work is not large, the State Administrative Officer may perform the specific duties of any or all of the

— — Adminis-
trative
Section.

four subordinates named. Any division of the duties of the Administrative Section, if made, shall be upon the basis of one or more of the following four units, the functions of which units are as follows:

— — —Admin-
istrative
Budget Unit.

1. *Administrative Budget Unit.*—The chief functions of the Administrative Budget Unit under the direction of the State Administrative Budget Officer are to recommend and control administrative budgets for the various branches of the State organization, and in cooperation with the division concerned to make studies to effect reductions in administrative costs. The detailed functions of the unit are as follows:

- (a) Prepares and recommends the administrative budget request, WPA Form 261.
- (b) Recommends the distribution and redistribution of the administrative budget to the divisions, administrative offices, and districts.
- (c) Conducts studies, in cooperation with the divisions affected, designed to reduce administrative costs.
- (d) Controls administrative travel budgets through the issuance of travel authorizations and transportation requests.
- (e) Reviews administrative cost analyses covering personal-service costs including number of positions and other-than-personal-service costs.
- (f) Exercises control of personnel changes in conjunction with the Personnel Unit to prevent exceeding authorized personnel service budgets.

— — —Office
Service Unit.

2. *Office Service Unit.*—The Office Service Unit under the State Service Officer is concerned with the servicing of the offices of the State Administration relative to supplies, space, and communications. In addition it supervises all of the miscellaneous service functions of all offices. The units of the section handle the following specific duties:

— — — —Super-
visory Subunit.

- (a) Supervisory Subunit—

- (1) Initiates the requisitions and recurring encumbrances for rent, utilities, supplies, and communications.
- (2) Reviews all requisitions for office equipment required for use by administrative offices, the supply fund, and operating projects.
- (3) Studies requirements for and makes allocations of space.

— — — —Serv-
ice Subunit.

- (b) Service Subunit:

— — — — —Com-
munications
Group.

- (1) Communications Group maintains interoffice messenger service on regular schedule basis; clears telegrams; files and maintains cost record of telegrams; maintains telephone switchboard and cost record of long-distance telephone calls; receives, sorts, and distributes mail; collects, consolidates, and mails correspondence.

— — — — —Steno-
graphic Group.

- (2) Stenographic Group maintains central pool of stenographers and typists for emergency and part-time use for all divisions; trains new stenographers and typists to uniform practices of the Administration.

— — — — —Gen-
eral Files
Group.

- (3) General Files Group maintains files of all administrative correspondence and documents.

— — — — —Sup-
plies Subunit.

- (c) Supplies Subunit—

- (1) Reviews requests for administrative supplies and equipment.
- (2) Maintains stock of supplies and forms.

Office Service Section.—The Office Service Section is concerned with the servicing of the offices of the State Administration relative to supplies, space, and communications. In addition it supervises all of the miscellaneous service functions of all offices. The units of the section handle the following specific duties:

— —Office
Service Sec-
tion.

1. *Supervisory Unit*—

— — —Super-
visory Unit.

- (a) Initiates the requisitions and recurring encumbrances for rent, utilities, supplies, and communications.
- (b) Reviews all requisitions for office equipment.
- (c) Studies requirements for and makes allocations of space.

2. *Service Unit*:

— — —Service
Unit.

(a) *Communications Subunit*—

— — — —Com-
munications
Subunit.

- (1) Maintains interoffice messenger service on regular schedule basis.
- (2) Clears telegrams; files and maintains cost record of telegrams.
- (3) Maintains telephone switchboard and cost record of long-distance telephone calls.
- (4) Receives, sorts, and distributes mail; collects, consolidates, and mails correspondence.

(b) *Stenographic Subunit*—

— — — —Sten-
ographic Sub-
unit.

- (1) Maintains central pool of stenographers and typists for emergency and part-time use for all divisions.
- (2) Trains new stenographers and typists to uniform practices of the Administration.

(c) *General Files Subunit*—

— — — —Gen-
eral Files
Subunit.

- (1) Maintains central files of all general correspondence and documents.

3. *Supplies Unit*—

— — —Sup-
plies Unit.

- (a) Reviews requests for administrative supplies and equipment.
- (b) Maintains stock of supplies and forms.
- (c) Maintains inventory records of administrative supplies and forms and custody documents of administrative equipment, and may maintain at administrative expense inventory records of administrative property.
- (d) Prepares information for transfer vouchers.
- (e) Reproduces by mimeograph, multigraph, photostat, or blueprint, all forms and information in accordance with regulations as established in chapter 6 of this volume.
- (f) Provides for repair of administrative equipment and machines.

4. *Buildings Unit*—

— — —Build-
ings Unit.

- (a) Provides maintenance of buildings involving both repairs and alterations where such maintenance is not included in rental contract.
- (b) Makes arrangements for necessary utilities, including heat, light, water, etc.
- (c) Provides elevator operators, janitorial service, watchmen, and guards where necessary.

PART II. ORGANIZATION OF THE FUNCTIONAL DIVISIONS IN THE STATE

In addition to the administrative offices, there shall be four major divisions in the State.

State Office.
—Functional Divisions.

1. Division of Operations
2. Division of Professional and Service Projects
3. Division of Employment
4. Division of Finance

State Division of Operations

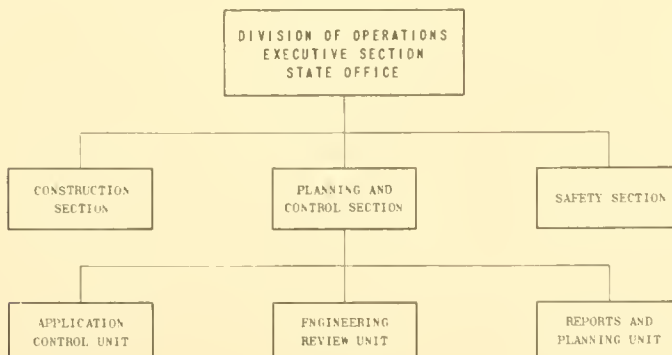
The State Director, Division of Operations, shall direct the activities of the administrative personnel of the division in planning, scheduling, and executing construction and engineering projects designed to provide work for eligible unemployed and to serve the welfare of the community.

State Division of Operations.
—State Director.

Executive Section.—General functions of the Executive Section of the division handled by the Director and his immediate staff are as follows:

—Executive Section.

1. Issues manuals and interpretations of rules and regulations issued by the central office concerning the division; interprets policies, rules, and regulations governing the functions of the division.
2. Consults with other division heads and governmental agencies regarding the Federal works program, and maintains liaison with other Federal agencies operating work projects.
3. Recommends personnel qualified to perform the functions of the division; recommends administrative budget for the division.
4. Consults with the State Administrator regarding distribution of employment quotas by type of project and by geographical area.
5. Receives, reviews, and takes action on suggested changes in project plans which represent substantial departures from the size, scope, or purpose of the authorization requested in the original application.
6. Reviews project inspection reports, including safety reports, and takes necessary action to correct deficiencies.
7. Directs planning and control of projects.
8. Establishes standards of construction, safety, and inspection.
9. Supervises activities of the Supply Section.
10. Reviews project applications; checks Presidential letters to ascertain the restrictions imposed on project operations; recommends approval of WPA Form 701 for initiation of project operations.
11. Inspects district offices and projects.



—Functional Organization Chart.

—Construction Section.

Construction Section.—The Construction Section is concerned primarily with field inspections of construction projects and in maintaining standards of supervision, construction, and safety. It handles the following specific functions:

1. Conducts field inspections; prepares inspection reports and makes recommendations for administrative action.
2. Provides for special surveys regarding new project possibilities; conducts field review of proposed project sites.
3. Consults with Engineering Review Unit, district officials, and sponsors regarding important proposed projects.
4. Develops standard construction practices; recommends operating methods.
5. Reviews project progress and physical accomplishment reports in the field; reviews proposed major changes in construction plans.

—Safety Section.

Safety Section.—The Safety Section is responsible for the conduct of the safety program for all projects and activities within the State. Functions of the section are as follows:

1. Establishes safety standards for project operations and inspects projects for compliance with safety practices.
2. Prepares safety inspection reports and other reports prescribed by the Administration.
3. Recommends corrective action to the director of the operating division concerned.
4. Issues posters and bulletins regarding safety practices.
5. Establishes training programs for employees in administration of first aid.
6. Reviews accident reports and investigates serious and fatal accidents.
7. Certifies trucks and periodically inspects buildings for safety purposes.
8. Reviews project proposals for incorporation of safety features.

—Planning and Control Section.

Planning and Control Section.—The Planning and Control Section is responsible for the planning and controlling of project applications; making recommendations with respect to project budget requests by districts; and scheduling of projects to be worked. The work of the section is divided into the following units and specific functions:

—Application Control Unit.

1. *Application Control Unit*—

- (a) Checks *Project Proposal*, WPA Form 301; prepares *Project Application*, WPA Form 306, and maintains a master register for the applications.
- (b) Checks WPA Form 701 against Presidential letters and prepares district notices of Presidential approvals.
- (c) Assigns State application numbers and maintains official project, work project, county serial, and State serial number registers.
- (d) Maintains project files for both the Division of Operations and Division of Professional and Service Projects.

—Engineering Review Unit.

2. *Engineering Review Unit*—

- (a) Reviews construction project proposals, plans, specifications, job schedules, detailed estimates, and other supporting documents, including WPA Forms 701, to determine eligibility and engineering adequacy.

- (b) Consults with Construction Section and sponsors regarding preparation of State-wide and important local project proposals.
- (c) Cooperates with the Supply Section in the preparation of unusual specifications for property to be procured.
- (d) Controls and reviews requests for changes in plans and specifications.

3. *Reports and Planning Unit*—

— —Reports
and Planning
Unit.

- (a) Maintains master project planning register; schedules need for project proposals from districts.
- (b) Reviews changes affecting project operations; controls and reviews request for issuance of WPA Form 701; maintains a file of limitation control cards.
- (c) Reviews, controls, and maintains records on project budget requests by districts with respect to district quotas; maintains files of district quota notices.
- (d) Reviews reports of project progress; reviews physical accomplishment reports.
- (e) Maintains records of sponsors' participation by districts on the basis of approved WPA Forms 710 and 710a.

State Division of Professional and Service Projects

State Division
of Professional
and Service
Projects.

—Director.

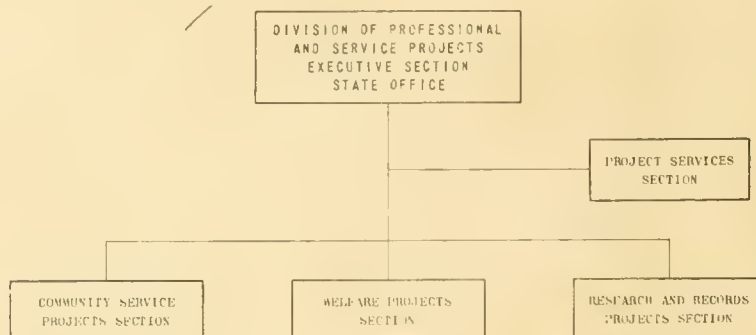
The State Director, Division of Professional and Service Projects, shall be responsible for directing the activities of the divisional administrative personnel in planning, scheduling, and executing work projects of a service and professional nature designed to provide work for eligible unemployed and serve the needs of the community. Under the State Director, the heads of the various sections constitute a planning committee for orderly development of general program plans.

—Executive
Section.

Executive Section.—Functions of the Executive Section performed by the Director or his immediate staff are as follows:

1. Issues interpretations of rules and regulations issued by the central office concerning the division; interprets policies, rules, and regulations governing the functions of the division.
2. Consults with other division heads and with section chiefs to secure a coordinated program; maintains liaison with Federal agencies operating professional and service projects.
3. Recommends personnel qualified to perform the functions of the division; recommends administrative budget for the division.
4. Consults with the State Administrator regarding distribution of employment quotas by type of project and by geographic area.
5. Takes action on substantial changes in project plans within Presidential limitations; reviews requests for exemptions to worker-ratio regulations.
6. Reviews project inspection reports.
7. Establishes standards of inspection and project operation; directs planning and control of projects.
8. Reviews project applications; checks Presidential letters to ascertain the restrictions imposed on project operations; recommends approval of WPA Form 701 for initiation of project operations.
9. Inspects district office and projects.
10. Reviews safety inspection reports referred by Division of Operations and recommends appropriate corrective action to the district.
11. Assumes functions corresponding with those of the District Director of Professional and Service Projects in the operation of supervisory units of State-wide projects.

—Functional
Organization
Chart.



—Training.

Training.—The Division of Professional and Service Projects is responsible for the development of a coordinated training program for project personnel in the State. Personnel responsible for this program may be attached to the education project within the Community Service Projects Section, or may report directly to the State Director.

Project Services Section.—The Project Services Section serves in a staff relationship to the State Director in detailed services assigned by the State Director and maintenance of necessary control records for the State Director; and in a service relationship to the operating sections in performing processing and clerical functions assigned to the section. The section is responsible for the following specific functions:

—Project
Services Sec-
tion.

1. Checks project proposals, plans, specifications, job schedules, detailed estimates, and other supporting documents; schedules need for project proposals from districts.
2. Consults with other sections of the division regarding preparation of State-wide and important local project proposals.
3. Reviews requisitions and specifications referred by the Supply Section.
4. Reviews requests for issuance of WPA Forms 701 and, where required, prepares WPA Forms 701; maintains limitation control cards; controls and reviews budget requests.
5. Maintains liaison between operating sections and State Statistician on reports of project progress and physical accomplishment, and reviews such reports for the State Director where required.
6. Maintains records of sponsors' participation by districts on an incorporation basis.
7. Maintains master file of projects approved but not operating, completed, suspended, or discontinued; reviews changes affecting project operations.
8. Maintains such control records as may be required by the State Director for over-all program control.
9. Maintains liaison with Application Control Unit of the Division of Operations, which performs the following functions for the Division of Professional and Service Projects:
 - (a) Checks project proposals for mathematical accuracy and form.
 - (b) Prepares *Project Application*, WPA Form 306.
 - (c) Assigns State application serial number to WPA Form 306.
 - (d) Enters WPA Form 306 in master register.
 - (e) Prepares district notice of Presidential approval.
 - (f) Maintains official project, work project, county serial, and State number registers.
 - (g) Maintains project files.
 - (h) Reviews or prepares WPA Forms 701.
 - (i) Checks WPA Forms 701 against Presidential letters.

Community Service Projects Section.—The Community Service Projects Section deals with activities incidental to the operation of projects of a community service nature; such as, projects designed to provide for the extension and supplementation of library, adult, and nursery education; museum and recreational services; training for conducting these activities; the extension of science and art; the preparation of public exhibits and musical performances; and the creation of pamphlets, books, and other literature.

—Community
Service Proj-
ects Section.

Welfare Projects Section.—The Welfare Projects Section is primarily concerned with projects providing direct and indirect services for the benefit of the needy. The section is responsible for projects designed to produce,

—Welfare
Projects Sec-
tion.

repair, or distribute toys, furniture, furnishings, clothing, food, and other goods for free distribution to tax-supported institutions, the needy, or for distribution or use by other WPA projects; furnish household aides in the homes of needy sick, and maintain an aide-training program; prepare and serve school lunches without cost to needy or undernourished children; maintain a program for the training of household servants; and assist governmental agencies in the extension of medical, health, clinical, and nursing care.

—Research and
Records Projects
Section.

Research and Records Projects Section.—The Research and Records Projects Section deals with projects designed to secure information, inventory records, prepare or improve records, and tabulate, summarize, and analyze data for public administration and for research purposes. In addition to the functions common to all three operating sections, the State Supervisor of Research and Records Projects is responsible for approval of WPA Forms 130 and 130a.

—Common
Functions.

The following activities are carried on similarly with respect to their particular type of projects in each of the three sections: Community Service Projects Section, Welfare Projects Section, and Research and Records Projects Section.

1. Directs the planning of projects and securing of sponsors; maintains relations with sponsors and professional groups; develops and maintains an adequate reservoir of projects within general plans developed by the divisional planning committee.
2. Reviews project proposals for usefulness and technical feasibility.
3. Recommends the initiation of projects or project units, and sequence of operations with relation to other projects within the section.
4. Interprets rules and policies of a professional or technical nature; establishes, recommends, and maintains professional and technical standards and methods of operation.
5. Furnishes technical direction and instruction to district office personnel.
6. Participates in the training of employees; recommends qualified administrative personnel and State-wide and district-wide project supervisors; recommends qualified non-security-wage employees.
7. Reviews project progress and physical accomplishment reports; inspects projects and reviews proposed major changes in plans.
8. Directs activities of State-wide project supervisors; conducts field inspections and prepares field inspection reports.
9. Initiates requests for exemptions to worker-ratio regulations for State-wide projects and reviews exemption requests for local projects.
10. Recommends administrative action involving technical and professional matters.

State Division of Training and Reemployment

The State Director of the Division of Training and Reemployment shall be responsible for interpreting policies, rules, and regulations, and directing the activities of the divisional administrative personnel in the planning, scheduling, and executing of vocational training projects, and in facilitating placements of certified persons in private or other public employment.

State Director
of Division of
Training and
Reemployment.

—Responsibility.

The following functions are the responsibilities of the Division of Training and Reemployment in the State Work Projects Administrations.

—Specific
Functions.

1. Develops plans and programs for training and reemployment of certified persons for private or other public employment.
2. Coordinates such plans and programs with the related State and local activities of interested public and private agencies, such as vocational school authorities, State Employment Service, employer's associations, etc.
3. Develops project applications, when warranted, for training and reemployment, reviews such projects for eligibility, and submits them through the proper channels for review and action of the central office.
4. Requisitions labor from the Division of Employment for training and referral to private or other public employment and, when necessary, obtains labor direct from operating projects for referral to private or other public employment.
5. Directs and coordinates WPA participation in vocational school training programs involving the training of certified persons for private or other public employment; coordinates the supply of qualified trainees and training stations on an inter-community or inter-State basis, and arranges for the necessary transfers of trainees; reviews the placement program involving certified trainees and promotes measures to increase the volume of such placements.
6. Directs the promotion and operation of WPA programs for in-plant pre-employment training in specific plants for the purpose of placing certified persons in private or other public employment subsequent to the training period; makes arrangements for individual plants for the initiation of in-plant training units, maintains liaison with each plant to insure satisfactory conduct of such training; reviews the volume and rate of absorption of such certified trainees in industry and adopts the measures necessary to improve the effectiveness of the in-plant training program.
7. Directs and coordinates special training programs such as those for airport servicemen, household workers, and other special programs operated to prepare certified persons for private or other public employment.
8. Reviews by industries, occupations, or specific plants the current or potential labor supply and requirements of employers, their recruiting policies, hiring channels, job specifications, turnover, labor shortages, seasonal requirements, and related factors.
9. Reviews the occupational characteristics of the certified load in connection with employment opportunities so as to determine the training and other measures which might be undertaken which will result in the maximum volume of placements of certified persons in private or other public employment.

10. Consults with the Division of Employment regarding occupational classifications which should be established in the National Defense Industries Register or in related files.
11. Directs employer-contacting programs and effectuates a cooperative and coordinated program with the State Employment Service for increased placements of certified persons in private or other public employment.
12. Directs the training and placement activities of the Division of Training and Reemployment so that such activities are in keeping with Federal statutes, agreements, and policies, affecting hiring and employment, minimum wages, maximum hours, conditions of employment, etc.
13. Directs a program for advising certified persons of employment opportunities and methods of overcoming obstacles to reemployment.
14. Investigates specific labor shortages which are alleged to be the result of WPA operations and initiates the necessary measures in co-operation with other WPA divisions, and with Federal and State agencies, to prevent such shortages.
15. Refers to the Division of Employment, with recommendations for appropriate action, cases of employees refusing to accept referrals to private or other public employment made through the Division of Training and Reemployment or the Employment Service.

Added Apr. 9, 1942

State Division of Employment

The State Director, Division of Employment, shall be responsible for interpreting policies, rules, and regulations, and directing the activities of the divisional administrative personnel with respect to eligibility and certification of persons in need of employment; for conducting a continuous review of need; for classifying, assigning, and terminating project employees; for maintaining satisfactory labor relations; and other related duties.

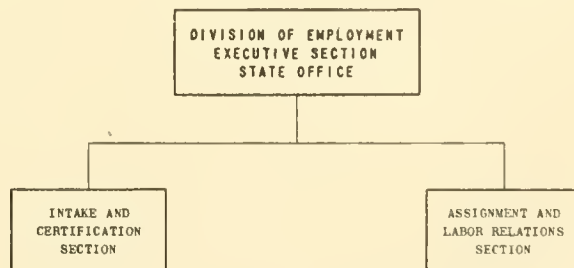
State Division of Employment.

—Director.

Executive Section.—The functions of the Executive Section handled by the division head and his immediate staff are:

—Executive Section.

1. Recommends qualified personnel to perform the functions of the division; directs and coordinates the activities of the personnel in the division; recommends administrative budget requirements for the division.
2. Interprets policies, rules, and regulations governing the functions of the division; issues interpretations of rules and regulations issued by the central office concerning the division.
3. Consults with officials of other governmental agencies relative to the coordination of interrelated functions; coordinates the employment activities of the Work Projects Administration with those of other governmental agencies.
4. Approves standards for determining the need and standards for the selection of workers to be employed.
5. Establishes methods for reviewing local conditions affecting unemployment; recommends State employment quotas; prepares justification for State Administrator's employment authorization request to regional office; and consults with State Administrator and division heads regarding distribution of quota by districts.
6. Establishes policies for handling labor relations and maintaining liaison with labor organizations.
7. Consults with the operating divisions in the development of projects necessary to absorb unassigned certified labor; recommends State and Federal authorized exemptions to State Administrator.
8. Inspects district offices and gives instructions to district personnel.



—Functional Organization Chart.

Intake and Certification Section.—The Intake and Certification Section performs the following functions:

—Intake and Certification Section.

1. Recommends and develops a joint agreement with approved public welfare agency which has agreed to make original determinations of need of persons applying for certification of eligibility.
2. Recommends personnel qualified to perform intake and certification functions.

3. Maintains liaison with public and private relief agencies, the Farm Security Administration, Bureau of Unemployment Compensation, Bureau of Old Age Insurance, and Federal Surplus Commodities Corporation.
4. Prepares, in cooperation with public welfare agency, the Intake and Certification Manual, and keeps it current according to changes in national policy.
5. Approves methods and standards of making certifications of eligibility for project employment; develops methods necessary to insure certification of all eligible unemployed persons; accepts or rejects individual certifications; and directs the adjustment of all problems of eligibility.
6. Establishes and maintains methods of conducting the continuous review of need of all project employees and of maintaining the validity of the certified unassigned load.
7. Assists in obtaining information pertinent to unemployment, employment trends, and unmet needs.
8. Establishes and maintains methods of classifying certified persons according to relative need.
9. Establishes and maintains methods of furnishing Assignment and Labor Relations Section with pertinent information regarding need and other preferences.
10. Establishes and maintains methods of effecting and approving all changes in priority and cancellations of certifications of eligibility.
11. Establishes and maintains uniform methods for district offices to perform the functions of the section.
12. Inspects district offices and issues instructions to district personnel pertaining to the work of the section in district offices.
13. Establishes necessary methods for the district to perform the functions of the section; checks the records and systems of the district sections.

—Assignment
and Labor
Relations
Section.

Assignment and Labor Relations Section.—The Assignment and Labor Relations Section performs the following functions:

1. Maintains uniform policy and procedure for the classification, reclassification, selection, assignment, change in assigned occupation, and termination of employment of project wage employees.
2. Maintains uniform policy and procedure for the classification, reclassification, referral, assignment, change in assigned occupation, and termination of employment of project supervisory employees.
3. Serves as liaison with officers designated by the Bureau of Employment Security with respect to that agency's responsibility for the registration of persons seeking employment and with other Federal agencies with respect to questions involving the employment of needy persons.
4. Reviews and makes recommendations concerning requests for exemptions from or changes in the monthly earnings schedules, hours of work, or requirements governing the employment of certified persons.
5. Maintains uniform labor policies for project employees throughout the State.
6. Meets with representatives of the Work Projects Administration, groups, or individual workers or their representatives, for the purpose of discussing labor policies, primarily with reference to State-wide application.

7. Reviews and adjusts on appeal, labor complaints resulting from project operations, wages, hours, working conditions, etc., including, as required, investigations and hearings.
8. Formulates policy and procedure within the State for handling disciplinary suspensions and dismissals of project personnel.
9. Participates in job and foremanship training where such training programs are in operation.
10. Checks the records and systems of the District Assignment and Labor Relations Sections; establishes filing procedures to be used by the district office.

State Division of Finance

State Division
of Finance.
—Director.

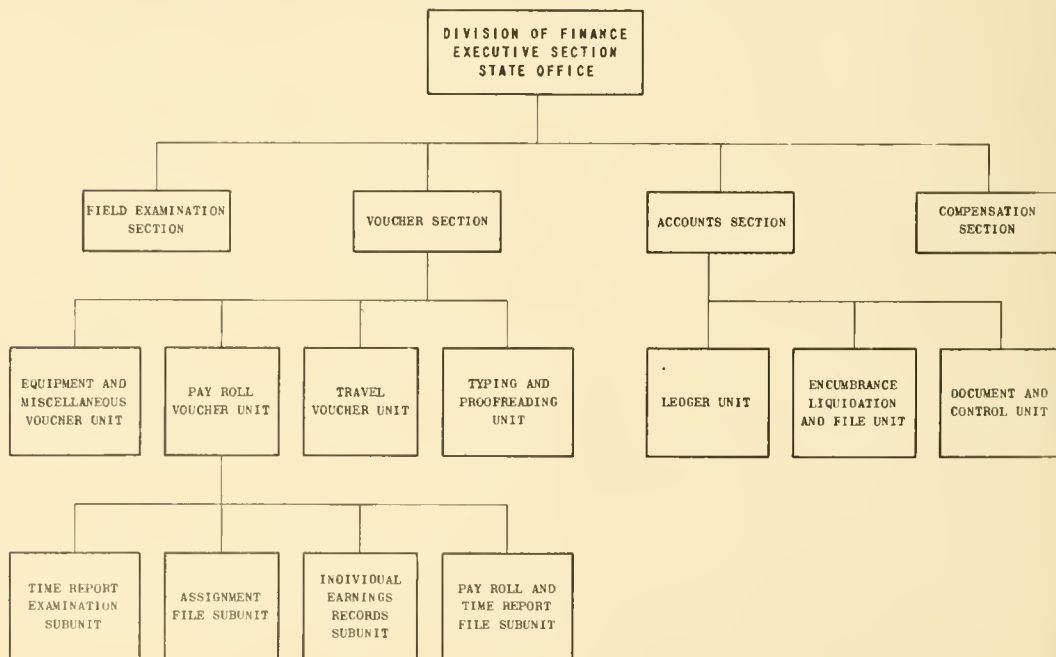
The State Director, Division of Finance, shall be responsible for the maintenance of detailed records and finance accounts of the activities of the State Administration for the purpose of controlling the status of budgets, funds authorized, encumbrances, obligations, expenditures, and property.

—Executive
Section.

Executive Section.—General functions of the Executive Section handled by the Director and his staff are as follows:

1. Interprets policies, rules, and regulations; prepares manual and interpretations to supplement rules and regulations issued by the central office.
2. Recommends personnel qualified to perform the functions of the division; directs and coordinates the activities of personnel in the Division of Finance; recommends administrative budget for the division.
3. Consults with other State officials relative to coordination of inter-related functions; reviews communications pertaining to the Division of Finance.
4. Directs the property accounting functions of the Supply Section.
5. Examines the procedure and methods used by all divisions where money and property are involved.
6. Directs the maintenance of prescribed records and accounts adequate to supply financial information to the Administration, to assure compliance with all laws, rules, and regulations governing the expenditure of funds and to prevent fraud.
7. Maintains liaison with Treasury offices for the purpose of expediting payment to employees and vendors, and coordinates the accounting, procurement, and disbursing procedures.
8. Handles special functions such as Agent Cashier.

—Functional
Organization
Chart.



Voucher Section.—The following units of the Voucher Section shall perform the functions outlined below: —Voucher Section.

1. *Supervisory Unit*—

— —Supervisory Unit.

- (a) Supervises the examination, preparation, and processing of vouchers prepared by the Work Projects Administration; certifies vouchers.
- (b) Controls all flow of work within the section.
- (c) Clears claims concerning lost or stolen checks and for checks of deceased workers; prepares answers to exceptions; prepares Treasury Forms D-53 and A-4.

2. *Pay Roll Voucher Unit:*

— —Pay Roll Voucher Unit.
— — —Supervisory Subunit.

(a) *Supervisory Subunit*—

- (1) Prepares correspondence on activity; regulates document flow.
- (2) Maintains pay roll voucher number register; maintains file of deletion letters and follow up; assigns schedule numbers.
- (3) Predetermines pay roll ending periods; maintains file of WPA Form 764 as adapted for use in Pay Roll Unit by pay roll ending period, by county, and by work project.
- (4) Forwards copies of Treasury Form D-53 to Statistics Section.

(b) *Time Report Examination Subunit*—

— — —Time Report Examination Subunit.

- (1) Examines time reports for project description with WPA Form 764, and conformance to State Administrator's orders on wage and occupational classifications, wage rates, and exemptions from daily, weekly, and monthly limitations of hours of work.
- (2) Proves extensions and footings.
- (3) Prepares deletion and correction letters.

(c) *Individual Earnings Records Subunit*—

— — —Individual Earnings Records Subunit.

- (1) Maintains file of WPA Forms 507 and 507a and file of individual record of indebtedness.
- (2) Posts earnings from time report, assignment status from 400-series documents, and oath of allegiance.
- (3) Checks workers' employment status as posted to WPA Forms 507 and 507a with time report; proves time reports postings to WPA Forms 507 and 507a; prepares letters on deletions or corrections made.
- (4) Maintains on WPA Forms 507 a running record of employment to comply with 18-month rule and prepares list for Division of Employment.

(d) *Assignment File Subunit*—

— — —Assignment File Subunit.

- (1) Receives and sorts 400-series documents and forwards to Individual Earnings Records Subunit for posting; examines documents for correct preparation.
- (2) Maintains document file by county in alphabetical order.

(e) *Pay Roll and Time Sheet File Subunit*—

— — —Pay Roll and Time Sheet File Subunit.

- (1) Maintains time reports and pay roll files.

3. *Typing and Proofreading Unit*—

— — —Typing and Proofreading Unit.

- (a) Types vouchers from supporting data; makes corrections to vouchers as designated.

- (b) Prepares schedules of Standard Forms 1064, 1044, 1096, etc., as designated.
- (c) Proves extensions and footings; stamps special certifications as requested.
- (d) Proofreads prepared vouchers and related documents with supporting data.
- (e) Attaches WPA Forms 765 and 766 to WPA Forms 768; regulates flow of vouchers to Supervisory Unit for certification; separates and distributes documents.

— —Equipment
and Miscella-
neous Voucher
Unit.

4. *Equipment and Miscellaneous Voucher Unit—*

- (a) Prepares correspondence on unit activity.
- (b) Maintains voucher number register for each type of voucher to be prepared; maintains file of purchase-order contracts in alphabetical order by vendor.
- (c) Examines and compares WPA Forms 508 and 767 with purchase-order contracts; examines and compares WPA Forms 765 and 766 with WPA Forms 508 and 767; verifies extensions and footings of WPA Forms 508 and 767 (unless validated by Property Accountant).
- (d) Forwards WPA Forms 508 and 767 to the Typing and Proofreading Unit for preparation of WPA Form 768; forwards WPA Forms 765 and 766 for attachment to WPA Form 768.
- (e) Examines data to be used in preparation of Standard Forms 1080, 1096, etc., and prepares pencil copies of Standard Forms 1080, 1081, 1096, etc., and forwards for typing.
- (f) Regulates flow for typing according to priority of payment.

— —Travel
Voucher Unit.

5. *Travel Voucher Unit—*

- (a) Maintains file of approved travel authorizations; prepares correspondence on unit activity.
- (b) Examines travel voucher Standard Forms 1012 and 1012e for compliance with travel regulations and approved travel authorizations; determines whether vouchers can be corrected without return to traveler.
- (c) Maintains record of travel performed by divisions for purpose of advising administrative office of balance of encumbrance available for liquidation by Treasury Form A-5a.
- (d) Forwards vouchers to Supervisory Unit for certification.
- (e) Maintains pending file of transportation request copies, Standard Forms 1031, and audits against carriers' bills.

—Accounts
Section.

Accounts Section.—The units of the Accounts Section perform the following functions:

— —Super-
visory Unit.

1. *Supervisory Unit—*

- (a) Supervises and coordinates the functions of the section.
- (b) Prepares correspondence for the Director concerning sectional activity; types reports originating in the section; proves footings and extensions on all records and reports originating in the section.
- (c) Controls flow of documents and distribution of reports.
- (d) Certifies encumbering documents for availability of funds within intent of project and for correct document preparation.

(e) Prepares project description records and WPA Form 764.

(f) Maintains *Official Project Control*, WPA Form 763.

2. *Ledger Unit*—

— —Ledger Unit.

(a) Maintains all groups of the general ledger accounts by program class, expenditure symbol, supply fund, and sponsors' contributions.

(b) Maintains budget accounts.

(c) Maintains project ledgers, WPA Forms 704, 704a, 704b, and 704c; maintains service accounts of the supply fund.

(d) Maintains *Administrative Expense Ledger*, WPA Form 705.

(e) Prepares district budget balance report.

(f) Prepares project *Financial Status Report*, WPA Form 707.

(g) Prepares ledger trial balances.

(h) Reconciles Treasury Reports with the general ledger trial balances.

(i) Reconciles project ledger accounts with general ledger accounts, with Treasury Form B-11d, and with unliquidated encumbrance detail as reflected by the document file.

(j) Prepares reports, WPA Forms 724, 724a, 724c, 717, and 728; prepares *Monthly Report of Expenditures*, WPA Form 150.

(k) Prepares information necessary for preparation of WPA Forms 157, 158, and 162 by Statistics Section.

3. *Document and Control Unit*—

— —Document and Control Unit.

(a) Prepares *Encumbrance Register*, WPA Form 757; *Miscellaneous Transaction Register*, WPA Form 759; *Daily Summary Journal*, WPA Form 754; and *Journal*, WPA Form 755.

(b) When appropriate, prepares predetermined total of posting media for comparison with and proof of accuracy of entries into the journals and accounts.

(c) Prevalidates documents and registers as to availability of budgets and funds.

4. *Encumbrance Liquidation and File Unit*—

— —Encumbrance Liquidation and File Unit.

(a) Maintains encumbrance-liquidation files, using WPA Form 761 when necessary; prepares abstract of unliquidated obligations and encumbrances.

(b) Reconciles unliquidated encumbrance detail for each work project as shown by the files and the project ledgers and in total with the general ledgers.

(c) Maintains analysis sheet of WPA expenditures for use by the Statistics Section in reporting expenditures by types of materials.

Field Examination Section.—The Field Examination Section is composed of State Examiners responsible for the field activities of the Division of Finance. The following functions are performed by the Field Examination Section.

—Field Examination Section.

1. Examines procedures and methods used in special activities when the handling of funds may be involved and in accounting for property in the field; develops standard practices.

2. Instructs District and Area Finance Officers in their duties.

3. Examines work of area and project timekeepers; prepares activity and special reports.
4. Consults with representatives of other divisions in the field regarding application of procedures.

—Compensation
Section.

Compensation Section.—The general function of the Compensation Section is to expedite the clearance and payment of valid claims for injury compensation by WPA employees. In carrying out the functions of the section, the State Compensation Officer will utilize the services of District and Area Finance Officers and project timekeepers. The following are specific functions of the section.

1. Examines injury reports and claims for compensation; submits claims to Compensation Commission; maintains files of cases.
2. Prepares and certifies pay roll for claims authorized for local payment.
3. Investigates doubtful compensation claims, all property damage claims, all claims for personal injury or death of other than WPA employees, and when designated by the Director, Division of Finance, prepares claims for pay roll checks of deceased WPA employees.

PART III. ORGANIZATION OF THE ADMINISTRATIVE OFFICE IN THE DISTRICT

The only organizational level below that of the State level shall be known as the "district office." The establishment, modification, or elimination of district offices shall be subject to the approval of the Regional Directors. Where branch offices containing necessary members of the staff of any division within a district are established, they shall be designated as "area offices."

District
Offices.
—Establish-
ment.

District Manager

The individual at the head of each district office shall be called the District Manager. Where the size and importance of the district warrants it, a separate individual should be designated as District Manager. In smaller district offices, the head of one of the divisions of the office may be designated as the District Manager. In either event, the appointment of District Managers shall be subject to the approval of the Regional Director.

District Man-
ager.
—Appointment.

The District Manager shall be the responsible representative of the Work Projects Administration within the territory comprising the district, and shall be responsible to the State Administrator for the proper promotion and coordination of the program as a whole within the district. The actual measure of authority to be delegated to the District Manager shall be determined by the State Administrator but shall be commensurate with the responsibility placed upon the District Manager. However, this relationship shall be clearly defined in writing, particularly as concerns the authority of the District Manager over other district personnel and over the various activities comprised within the program.

—Authority
and Responsi-
bility.

The delegation of authority to the District Manager shall include among other functions, the following:

—Functions.

1. Conducts necessary staff meetings to coordinate the activities of the various divisions and of all members of the district staff.
2. Maintains proper working relations with project sponsors and the heads of governmental subdivisions within the district.
3. Recommends district employment authorizations by geographical areas and by type of projects within the district.
4. Recommends qualified district administrative personnel to the State division heads and the State Administration.
5. Advises with the State division heads on recommendation of the appointment of district division heads.
6. Supervises all office service functions.

Office Service Section.—Where the size of the district requires an Office Service Section, the District Manager shall serve as head of the section.

—Office Serv-
ice Section.

The following functions are the responsibility of the Office Service Section in the district:

1. Service Unit—

— —Service
Unit.

- (a) Maintains interoffice messenger service where necessary.
- (b) Receives, sorts, and distributes mail.
- (c) Collects, consolidates, and mails correspondence.
- (d) Maintains central file for general correspondence and inactive files.

— —Supplies
Unit.

2. *Supplies Unit*—

- (a) Maintains stock of supplies and forms.
- (b) Maintains documents of custody of administrative equipment and may maintain, at administrative expense, inventory records of administrative property.
- (c) Initiates requests for supplies, equipment, utilities, communications, and space.

— —Building
Unit.

3. *Building Unit*—

- (a) Provides upkeep for quarters and equipment.
- (b) Provides heat, light, and water.
- (c) Provides watchmen, guards, and doormen where necessary.
- (d) Allocates space.
- (e) Provides char force and elevator operators where necessary.

PART IV. ORGANIZATION OF THE FUNCTIONAL DIVISIONS IN THE DISTRICT

In addition to the administrative office, the four divisions operating on the district level are the Divisions of Operations, Professional and Service Projects, Finance, and Employment. The relative emphasis on functions between the divisions is not maintained in the district due to the varying degree of centralization in the State office.

District Office
Functional
Divisions.

District Division of Operations

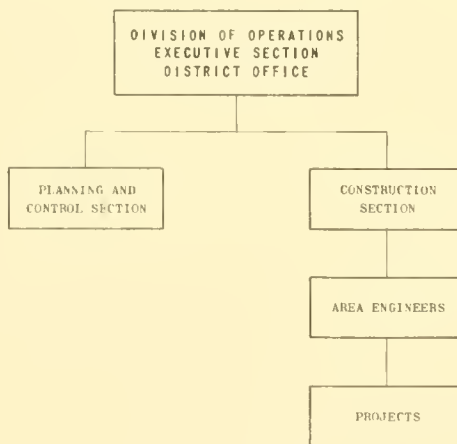
The District Director, Division of Operations, shall be responsible for the efficient execution of all construction and engineering projects within the district. In addition to coordinating the work of the Planning and Control Section with that of the Construction Section and the entire work of the division with that of other divisions, the director shall be responsible for the functions of the Executive Section as follows:

District Division of Operations.

—District Director.

1. Aids sponsor in planning projects and type of construction; maintains liaison with sponsors.
2. Directs planning, control, and operation of projects; approves minor changes in plans; requests issuance of WPA Form 701.
3. In cooperation with the State Property Custodian, coordinates activities of the Supply Section which are located in his district.
4. Enforces standards of construction; orders opening and closing of projects.
5. Advises with District Manager and State Director, Division of Operations, on selection of administrative personnel; advises with District Manager and District Supervisor of Employment on selection of project supervisory employees.
6. Consults with other division heads to secure proper coordination.
7. Reviews safety inspection reports and directs corrective action.

—Executive Section.



—Functional
Organization
Chart.

Planning and Control Section.—The Planning and Control Section in the district office performs the following functions:

—Planning and
Control Sec-
tion.

1. Maintains liaison with project sponsors and aids in the final preparation of proposals, detailed estimates, and job schedules.
2. Reviews project proposals; clears proposals to the State office.
3. Reviews monthly individual project estimates; prepares monthly project budget estimate for the district; prepares notice of changes affecting project status.

4. Supervises the preparation of WPA Form 375.
5. Analyzes sponsor contribution reports, WPA Forms 710 and 710a.
6. Checks request for workers; maintains project scheduling and labor continuity register; schedules need for project proposals by community; prepares request for issuance of WPA Form 701.
7. Performs the following functions for both the Division of Professional and Service Projects and Division of Operations:
 - (a) Assigns county serial number to project proposals.
 - (b) Maintains register of projects.
 - (c) Maintains project files.

—Construction
Section.

Construction Section.—The function of the Construction Section is to coordinate the work of the area engineers assigned to definite geographical areas within the district, and is responsible for the following specific functions:

1. Recommends qualified project supervisory personnel; directs activities of project superintendents and general foremen.
2. Approves requisition for workers' assignments or transfers.
3. Maintains liaison with project sponsors and advises in the preparation of plans, detailed estimates, and proposals; advises sponsors and project supervisors in preparation of job schedules and recommends approval; maintains liaison with sponsors during project operation.
4. Recommends starting and stopping of projects; recommends necessary changes in approved plans.
5. Recommends project budget requests; controls project operations within the description and intent of Presidential limitation.
6. Initiates corrective measures recommended by the Safety Section, and maintains safety standards of operation on projects.
7. Reviews progress reports, accomplishment reports, inventory reports, and sponsors' contribution reports on the project.

District Division of Professional and Service Projects

The District Director, Division of Professional and Service Projects, shall be responsible for the efficient planning, scheduling, and operation of professional and service projects in the district and for the coordination of the division's functions with those of other divisions. The Director shall coordinate the activities of the sections outlined below as well as the specific functions of the Executive Section as follows:

Division of Professional and Service Projects.

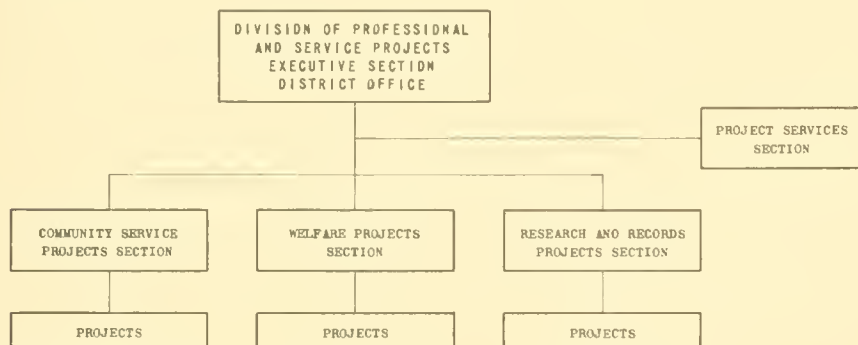
—District Director.

Where the size of the program in a district does not justify establishment of the respective sections, a statement of functions of the personnel shall be prepared by the State Administrator based upon the functions outlined below, and distinguishing between the functions performed in the district office and any which may be assigned to the State office.

Executive Section—

—Executive Section.

1. Supervises the planning, control, and execution of professional and service projects; maintains liaison with project sponsors and aids them in planning projects.
2. Recommends qualified personnel to perform the functions of the division; maintains professional and technical standards of operation.
3. Orders the starting and stopping of projects; requests issuance of WPA Form 701 for project operation; approves minor changes in plans.
4. Consults with personnel of the Divisions of Employment and Operations regarding projects to be operated.
5. Initiates corrective action recommended by Safety Section of the Division of Operations.



—Functional Organization Chart.

Project Services Section.—The following activities are carried on in this section. For general functions and relationships, see page 1.3.011.

—Project Services Section.

1. Aids operating section heads and, where necessary, sponsors in the final preparation of project proposals, detailed estimates, and job schedules.
2. Reviews project proposals as to justification and location; schedules need for project proposals by community; clears project proposals to State office.
3. Reviews monthly individual project estimates; prepares district project budget estimate.
4. Analyzes sponsors' contribution statements.
5. Reviews requests for materials, supplies, and equipment; maintains liaison with Supply Section.

6. Prepares notice of changes affecting project operations; prepares special reports and reports of physical accomplishment.
7. Maintains project planning register; prepares request for issuance of WPA Form 701.
8. Maintains liaison with the Planning and Control Section of the district Division of Operations, which will assign serial numbers and maintain register of projects and project files.

—Community Service Projects Section.

Community Service Projects Section.—Functions of the types outlined below are performed by this section. For types of projects under the supervision of this section, see page 1.3.011.

—Welfare Projects Section.

Welfare Projects Section.—Functions of the types outlined below are performed by this section. For types of projects under the supervision of this section, see pages 1.3.011–1.3.012.

—Research and Records Projects Section.

Research and Records Projects Section.—Functions of the types outlined below are performed by this section. This section is also responsible for preparation of WPA Forms 130 and 130a. For types of projects under the supervision of this section, see page 1.3.012.

— —Common Functions.

Functions common to the Community Service Projects Section, Welfare Projects Section, and Research and Records Projects Section are as follows:

1. Inspects projects.
2. Recommends qualified project supervisory personnel, directs activities of project supervisors.
3. Approves requisitions for workers' assignments or transfers.
4. Approves requests for materials, supplies, and equipment.
5. Maintains liaison with project sponsors and advises in the preparation of plans, detailed estimates, and proposals; advises sponsors and project supervisors in preparation of job schedules and recommends approval; maintains liaison with sponsors during project operation.
6. Recommends starting and stopping of projects; recommends necessary changes in approved projects and working schedules.
7. Approves project budget requests; controls project operations within the description and intent of Presidential limitation.
8. Initiates corrective measures recommended by the Safety Section of the Division of Operations and maintains standards of safety and health in project operations.
9. Reviews progress reports, accomplishment reports, inventory reports, and sponsors' contribution reports on projects.

District Division of Training and Reemployment

The District Director, Division of Training and Reemployment, shall be responsible for the activities of the division within the district. These activities shall include the planning, scheduling, and operating of training projects and the promotion, control, and reporting of placements of certified persons in private or other public employment.

District Director of Division of Training and Reemployment.

— Responsibility.

The following specific functions are the responsibility of the District Director of Training and Reemployment:

— Specific Functions.

1. Directs the operation of vocational training projects.
2. Maintains liaison with local school authorities and Employment Service offices in the planning of new units or the closing of existing units of vocational training projects.
3. Under the direction of the State Director, maintains contacts with employers for the establishment and operation of in-plant training units and for direct placements of certified persons.
4. Directs special training programs to prepare certified persons for private or other public employment.
5. Receives requisitions from the State Employment Service or from employers for persons qualified for private employment and makes arrangements with other divisions for an orderly method of referrals, in accordance with State and central office procedures.
6. Secures information and determines the prevailing wage for specified occupations in specific locations when the same is or is likely to be a point at issue.
7. Reviews job refusals by persons referred to training courses or private employment and investigates cases involving activities of the Division of Training and Reemployment and the Employment Service; makes recommendations for disciplinary action by the Division of Employment; and refers specific job refusals to the Division of Employment for further investigation or appropriate action.
8. Compiles information on current or potential labor supply and requirements of employers, their recruiting policies, hiring channels, job specifications, turnover, labor shortages, seasonal requirements, and related factors.
9. Studies occupational characteristics of the certified load in connection with employment opportunities and reports to State Division of Training and Reemployment on the possibilities for training or the adoption of other measures which should be taken to increase the volume of placements of certified persons in private or other public employment.
10. Makes recommendations to the State Division of Training and Reemployment as to occupations which should be considered for inclusion in supplementary sections of the National Defense Register file.
11. Maintains contacts with employers to cooperate in and coordinate the program with the State Employment Service for increased placements of certified persons in private or other public employment.
12. Under the direction of the State Director, conducts the activities of the District Division of Training and Reemployment in keeping with Federal statutes, agreements, and policies, affecting hiring and employment, minimum wages, maximum hours, conditions of employment, etc.

13. Advises certified workers of employment opportunities and methods of overcoming obstacles to reemployment.
14. Investigates specific labor shortages which are alleged to be the result of WPA operations and initiates the necessary measures in cooperation with other WPA divisions, and with Federal and State agencies, to prevent such shortages.

Added Apr. 9, 1942

District Division of Finance

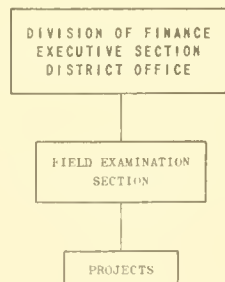
The District Finance Officer of the Division of Finance shall be responsible for coordination of the division's functions with those of other divisions in the district. He also shall be responsible for the activities of the Area Finance Officers and the efficient operation of the district Division of Finance.

District Division of Finance.
—District Finance Officer.

Normally, the functions of the Accounts Section and Voucher Section are centralized in the State office. Where unusual conditions prevent the centralization of these functions, the functions of the sections as outlined shall be transferred to the district offices. The following specific functions are the responsibility of the District Finance Officer:

—Centralized Sections.

1. Coordinates State office finance functions being carried on in the district office.
2. Advises other divisions in matters involving finance procedure.
3. Supervises and instructs Area Finance Officers and timekeepers in their duties; examines timekeeping and inventory procedure on projects.
4. Investigates compensation claims as directed.
5. Checks, upon State orders, the accounting functions of the district warehouse and supply fund for compliance with procedure.
6. Consolidates project employment counts when necessary; advises with District Manager and State Director, Division of Finance, on the selection of administrative finance personnel.



—Functional Organization Chart.

Field Examination Section.—The following specific functions are the responsibility of Area Finance Officers under the supervision of the District Finance Officer:

—Field Examination Section.

1. Recommends qualified timekeepers; establishes standards of performance for timekeepers; instructs and trains timekeepers in their duties.
2. Determines methods to be used in timekeeping on each project; relays interpretations of finance procedure to the timekeepers; inspects time books and time-report preparation.
3. Conducts spot-check examinations to assure that workers are actually working at assigned jobs; checks project operation against Presidential authorization.
4. Investigates doubtful claims.
5. Reviews letters from Pay Roll Unit to project timekeepers regarding time-report deletions and corrections; investigates reasons for nonreceipt of checks and clears check claims.
6. Prepares activity reports.
7. Assists, upon request, project supervisors in preparation of work schedules..

District Division of Employment

District
Division of
Employment.

—Functions.

The District Division of Employment shall be responsible for maintaining uniform standards and directing the activities of the district divisional personnel with respect to intake, certification, occupational classification, assignments, and separations; and for maintaining satisfactory labor relations throughout the district.

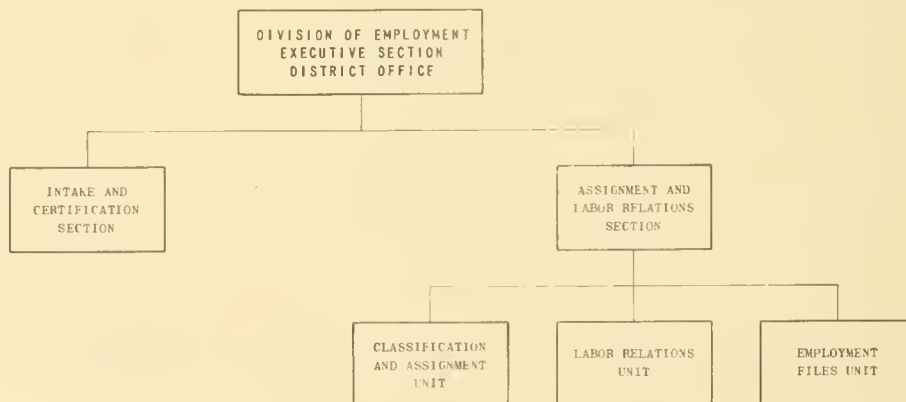
—District
Employment
Officer.

Executive Section.—The District Employment Officer and his immediate assistants are responsible for the following functions:

— —Duties.

1. Recommends qualified personnel to perform the functions of the division; supervises and coordinates the activities of personnel in the District Division of Employment.
2. Consults with other district officials relative to the coordination of interrelated functions.
3. Studies and reports local conditions affecting unemployment and recommends district employment quotas; recommends distribution of employment authorizations by geographical areas.
4. Consults with the Divisions of Operations and Professional and Service Projects in the development of projects designed to utilize the skill of the unemployed in local communities.
5. Supervises the preparation of reports, including WPA Forms 160 and 166.

—Functional
Organization
Chart.



—Intake and
Certification
Section.

Intake and Certification Section.—The Intake and Certification Section performs the following functions:

1. Reviews and acts upon certification documents received from local public welfare agencies.
2. Maintains liaison with local public welfare agencies, local offices of Unemployment Compensation Commission, the Federal Security Agency, Farm Security Administration, representatives of the Federal Surplus Commodities Corporation, and the National Youth Administration.
3. Conducts continuous review of need; maintains review control records.
4. Establishes relative need.
5. Controls changes in priority.
6. Notifies assignment section of any changes in preferences or priority.
7. Controls cancellations of eligibility.

8. Handles all complaints pertaining to eligibility, certification, changes of priority, and cancellations.
9. Assists in collecting information regarding unemployment, employment trends, and unmet need. Prepares sections A, B, and C of WPA Form 166.

Assignment and Labor Relations Section.—The functions of the Assignment and Labor Relations Sections are performed by the three units outlined below:

— Assignment and Labor Relations Section.

— — Classification and Assignment Unit.

1. *Classification and Assignment Unit*—

- (a) Establishes occupational classification for project employees according to the occupation for which they are best qualified.
- (b) Reviews allocations of occupations to wage classes; recommends additions, exemptions, or changes in such allocations; prepares outline of duties, upon request, for new occupational titles.
- (c) Maintains file of WPA Form 144a cards; makes periodic labor inventory by classifications and furnishes information concerning classifications of persons available and unassigned or working out of classification.
- (d) Selects project wage employees, refers project supervisory employees, and assigns all persons for project employment; makes changes in assigned occupation and effects termination of employment of all assigned employees.
- (e) Serves as liaison with employment offices designated by the Bureau of Employment Security with respect to registration of persons seeking employment, and with other Federal agencies in the district with respect to employment of needy persons.
- (f) Reviews and clears project proposals and project initiations as to the availability of labor.
- (g) Controls ratios of assignments to projects in accordance with the monthly earnings schedule and requirements governing the employment of certified employees as prescribed by regulations, and prepares in cooperation with the operating divisions, requests for exemptions from or changes in the above employment ratios and as to hours of work as prescribed by regulations.
- (h) Prepares required statistical reports.

2. *Labor Relations Unit*—

— — Labor Relations Unit.

- (a) Maintains uniform labor policies for project personnel; interprets to the employees the rules and regulations directly affecting their employment on projects.
- (b) Meets with representatives of the Work Projects Administration and groups of employees or their representatives for the purpose of discussing labor policies.
- (c) Reviews and adjusts labor complaints resulting from project operations, wages, hours, working conditions, etc.; reviews disciplinary suspensions and dismissals of project personnel; arranges for and conducts hearings on complaints, as directed by the District Employment Officer.
- (d) Anticipates possible causes of friction between employees and supervisory officials and takes such action as is possible within existing policy to prevent such friction; sees that employees are informed of changes in program policies which affect them.

- (e) Participates in job and foremanship training where such training programs are in operation.
- (f) Reviews cases in which employees refuse to accept jobs offered them in order to determine whether such refusals were justified and to recommend to the District Employment Officer appropriate disciplinary action.

--Employment
Files Unit.

3. *Employment Files Unit*—

- (a) Maintains project personnel reference folders, project information files, and procedure files.
- (b) Maintains the reports and statistical files of the division, a tickler file for verifying private employment, and a general correspondence file for the division.

Revised Apr. 9, 1942

Chapter 4

FUNCTIONS OF THE ADMINISTRATIVE OFFICES

PART I. GENERAL ADMINISTRATIVE RESPONSIBILITIES

In accordance with the specific functional organization outline as prescribed in chapter 3 of volume 1, chapter 4 prescribes responsibilities for various functions which are not covered in other chapters of this volume; i.e., regulations pertaining to the activities involving administrative personnel in chapter 5 and administrative regulations governing nonpersonal items of expense in chapter 6, and instructions for the preparation of reports contained in chapter 7.

Special Administrative Functions.

The following pages of this part give such regulations as are necessary for the maintenance of good public relations, the protection of Government interests in legal matters, reporting of irregularities, release of official information, control of administrative property, and the designation and bonding of certifying officers. Specific responsibilities of the State Administrator for the operation of the program within regulations, the analysis and submission of administrative budgets, and the care, preservation, and disposition of inactive records are outlined in parts II, III, IV, and V of this chapter.

—Details Covered in This Chapter.

PUBLIC RELATIONS

The State Administrator is responsible for furnishing the public with information concerning the WPA organization and its operation, except such official information or records as are defined as confidential on pages 1.4.011-1.4.0121. Each State Administration should have available, in readily understandable form, information about the Work Projects Administration and should supply such information on request to public officials; educational institutions; civic, trade, and professional associations; editors; writers; teachers; and other interested groups.

Availability of Information.

Information shall be furnished to the Deputy Commissioner as follows:

Material To Be Sent to Central Office.

1. Two copies of each written news release or announcement whether mimeographed or typewritten.
2. Two copies of each administrative speech which is prepared in advance of delivery.
3. Two copies of the script of each written radio program.
4. Two copies of each occasional publication which is made available for distribution outside the administrative staff, irrespective of the method of reproduction.

1.4.001

5. At least once a month clippings of the more important articles about the Work Projects Administration, published in newspapers and other periodicals in the State, should be sent to the Central Office. Those which contain information useful to the Central Office will be duplicated and the entire file returned promptly to the State office. All photo sections or feature articles concerning WPA projects whether mentioning the Work Projects Administration or not shall be forwarded.
6. Plans for events involving major dedications, ground-breaking ceremonies, and organized inspection of projects by large groups shall be reported as far in advance as possible to the Central Office.
7. Where facilities are available, five 8" x 10" glossy prints of each outstanding photograph of important news-worthy WPA projects shall be sent to the Central Office with an adequate descriptive caption pasted on the back of each print. The caption shall contain the following information:

Negative number _____ (Date photo taken) _____

O. P. number _____

Location _____
(State) (County) (City—if in urban area)

Percent completed on date photo taken _____ %

Description:

- (a) Type of project
- (b) Average number employed
- (c) Time required for completion
- (d) Actual or estimated cost (Federal and sponsor)
- (e) Justification in terms of community benefit

If negatives of photos are desired they will be requested. Each negative shall be numbered and each print or caption shall bear the negative number for reference.

Revised Jan. 25, 1943

Regulations Governing Procedure of State Work Project Administrations in Legal Situations

It is the purpose of the instructions set forth in the following paragraphs to outline the procedure to be followed by State Work Projects Administrators (1) where the State Administration is involved in a lawsuit, (2) where the State Administration requires legal advice, and (3) where possible violations of law involving the Work Projects Administration or associated agencies come to the attention of the State Administration.

Legal Situations.

—Types.

State Work Projects Administrations shall not resort to United States attorneys for legal assistance or advice without the prior approval of the General Counsel. An exception to this restriction is authorized, however, where the exigencies of the situation necessitate that the State Administration obtain immediate legal assistance and prior clearance with the Central Office is impractical. In such cases a complete report of the circumstances shall be submitted promptly by the State Administrator to the General Counsel.

Contact With
U. S. Attorneys.

Procedure To Be Followed Where State Administration Is Involved in a Lawsuit.—Examples of situations where the State Work Projects Administration may become involved in court proceedings are (1) where the Work Projects Administration is joined as a party or made defendant in a lawsuit, (2) where official records are sought as evidence in pending litigation, and (3) where officers or employees of the State Administration are called upon to testify in pending litigation regarding information obtained by them in their official capacities.

Where State
Administration
Is Involved in
Lawsuit.

Whenever the Work Projects Administration, or a WPA officer or employee with respect to acts performed in his official capacity, is joined or made defendant in a lawsuit, a full report of the circumstances shall be submitted immediately by the State Administrator to the General Counsel. In such cases formal arrangements will be made with the Attorney General of the United States to have the Department of Justice represent the Work Projects Administration in the suit. Also, where a lawsuit involves a matter of material interest to this Administration, such as injunction proceedings in connection with a project, even though the Work Projects Administration or a WPA officer or employee is not joined as a party, a full report of the circumstances, together with copies of all pertinent documents, shall be submitted immediately by the State Administrator to the General Counsel. The General Counsel shall be advised of all material developments as they occur in litigation cases referred to in this paragraph, and copies of pleadings, orders, briefs, and decisions shall be forwarded if procurable at no expense to the Government.

—Notification
of Central
Office.

Whenever an allegation is made that the Work Projects Administration infringes a patent, a full report of the circumstance, together with the original documents containing the allegation and copies of all documents, shall be submitted immediately by the State Administrator to the General Counsel.

As provided on pages 1.4.011-1.4.0121, officers and employees of the Work Projects Administration are prohibited from testifying in court or otherwise, with respect to certain information obtained in their official capacities, without the prior approval of the Deputy Commissioner or the State Administrator in certain cases or, in the case of compensation matters, without the prior approval of the United States Employees' Compensation Commission. Similarly, confidential records of the Work Projects Administration may not be released, even in response to a subpoena, without the prior approval of the Deputy Commissioner or the State Administrator in certain cases, or, in the case of compensation records, of the United States Employees' Compensation Commission.

—Prohibition
as to Testimony.

Where State
Administration
Requires Legal
Advice.

Procedure To Be Followed Where State Administration Requires Legal Advice.—
In cases where advice is required by a State Work Projects Administration as to the legal effects of a contemplated course of action, the State Administrator shall direct a request for such advice to the General Counsel. If the request involves a policy or procedure prescribed by the Federal Work Projects Administration, the procedure prescribed on page 1.4.021 shall be followed.

—As to Project
Eligibility.

This provision shall not be construed, however, as requiring that State Work Projects Administrators shall request legal advice from the Central Office concerning matters such as authority of sponsors, validity of sponsors' property interest, etc., where the sponsor or local agency involved may be required to obtain a legal opinion from the legal officer available to such sponsor or agency.

Where Cases
Involve Viola-
tions of Law.

Procedure To Be Followed in Cases Involving Violations of Law.—Detailed instructions relating to the procedure to be followed by State Work Projects Administrations upon becoming cognizant of possible violations of law are prescribed elsewhere in these rules and regulations as follows:

—Referral to
Deputy
Commissioner

1. As provided on pages 1.4.005-1.4.009, all complaints and information alleging irregularities in the administration and operation of the Work Projects Administration, including projects sponsored by other Federal agencies and operated by the Work Projects Administration, shall be referred to the Deputy Commissioner.

—Types of
Referrals.

Any complaints or charges that relate solely to the forging of pay checks or other U. S. Treasury checks and do not involve pay roll padding or other WPA jurisdictional charge shall be referred directly to the nearest local office of the Secret Service Division.

—Involving
Procurement
Irregularities

Any charges or information concerning irregularities on the part of officials or employees of the Procurement Division of the U. S. Treasury Department shall be forwarded to the Deputy Commissioner.

—Political
Activities

2. As provided on page 1.4.006, information relating to alleged violations of sections of the Emergency Relief Appropriation Act which relate to political solicitations and activities and to discrimination for racial, religious, or political reasons, or information alleging violations of the penal provisions of the "Hatch Act" (Public Law No. 252, 75th Congress, as amended) by WPA employees, shall be referred to the Deputy Commissioner.

—Interference
With Elections.

3. As provided on pages 1.5.075-1.5.076, information relating to alleged violations of sections of the Emergency Relief Appropriation Act relating to political activities of administrative or supervisory employees shall be referred to the Deputy Commissioner.

Revised Jan. 25, 1943

Instructions Governing Referral of Complaints and Information Alleging Irregularities

The investigation of irregularities of an allegedly fraudulent or criminal nature for the constituent administrations of the Federal Works Agency is the responsibility of the Division of Investigations, Federal Works Agency.

Division of
Investigations,
Federal Works
Agency.

Agents of the Division of Investigations, Federal Works Agency, have in their possession identification cards which include their photographs and signatures. When an agent of the Division has properly identified himself, WPA officers and employees shall render him every reasonable assistance and shall make available such records and files as he may request. All interviews between WPA employees and investigative agents of the Federal Government shall be regarded as confidential.

Identification
of Agents.

State Administrations shall furnish office space and such clerical assistance as may be necessary for resident agents and other agents of the Division of Investigations, Federal Works Agency.

—Cooperation
With Agents.

Investigators shall not be employed by State Work Projects Administrations, nor shall investigations be made by State Administrations of irregularities of a fraudulent or criminal nature.

—WPA State
Investigators
Not To Be
Hired.

Referral of Complaints and Information Alleging Irregularities to the Deputy Commissioner.—All complaints and information alleging irregularities in the administration and operation of the Work Projects Administration, including projects sponsored by other Federal agencies and operated by the Work Projects Administration, shall be referred by the State Work Projects Administrator, without any preliminary inquiries, to the Deputy Commissioner of Work Projects. This instruction shall not be construed, however, as conflicting with the instructions in regard to the survey by surveying officers of State Administrations of reported thefts of WPA property as set forth on page 2.10.091.

Referral of
Complaints and
Information
Alleging
Irregularities.

When a written complaint alleging irregularities is received by a State Administration, the original writing shall be transmitted by the State Administrator to the Deputy Commissioner, and a copy retained by the State Administrator. When the complaint alleges an irregularity of a fraudulent or criminal nature, the original writing and three copies shall be transmitted to the Deputy Commissioner. When the complaint is an anonymous communication, the envelope in which it is received should be forwarded with the original writing. When an oral complaint is made to a WPA officer or employee which indicates an irregularity of a fraudulent or criminal nature, a signed statement including full information as to the alleged irregularity shall be obtained from the complainant if possible, or from the WPA officer or employee. The informant should be advised that his information will be treated as confidential. The original and three copies of the signed statement shall be transmitted to the Deputy Commissioner and a copy retained by the State Administrator. When the oral complaint alleges an irregularity of an administrative nature, full information concerning the complaint should be submitted to the State Administrator, who shall transmit the information to the Deputy Commissioner, retaining a copy in his file.

—Submission
in Writing of
Complaint.

Types of alleged irregularities which the Deputy Commissioner may refer to the Division of Investigations, Federal Works Agency, are listed below. This list is not all-inclusive and other matters of a fraudulent or criminal nature may arise and also be referred.

—Types of
Irregularities.

— —List.

1. Project irregularities:
 - (a) Benefit to private property.
 - (b) False statements in applications with intent to defraud; misrepresentation by sponsor to secure projects for use, control, or benefit of private organizations.
2. Fadding of:
 - (a) Pay rolls for personal services.
 - (b) Equipment time allowed under rental contracts.
3. Illegal solicitations:
 - (a) Kickbacks.
 - (b) Extortion.
4. Theft and embezzlement.
5. Bribery and fees.
6. Political activity:
 - (a) Violation of sections of the Emergency Relief Appropriation Act relating to political solicitation and activity and to discrimination for racial, religious, or political reasons by WPA employees.
 - (b) Violations of the penal sections of the "Hatch Act" (Public Law No. 252, 76th Congress, as amended) by WPA employees.
7. False claims:
 - (a) Damages, compensation, medical services, etc.
8. Impersonation of WPA officials.
9. Forgery:
 - (a) Work assignment slips, time sheets and pay rolls, and other official documents (except checks and purchase orders which are referred to the Secret Service Division of the Treasury Department).
10. Collusion between vendor and WPA employees to accomplish:
 - (a) Acceptance of materials of inferior quality.
 - (b) Acceptance of short deliveries.
 - (c) Award of contract to other than low bidder, elimination of competitive bidding, etc.

—In a Theft-of-property Case.

In cases of theft of WPA property which can be readily identified by serial number or manufacturer's marks, such as typewriters, office equipment, sewing machines, compressors and other project and office equipment, or in cases of theft of any WPA property where there is information tending to show the identity of the persons responsible for the theft, a copy of the *Report of Survey*, WPA Form 715, together with the surveying officer's findings, shall be transmitted to the Deputy Commissioner immediately upon conclusion of the surveying officer's investigation. In any cases so referred, the State survey reviewing authority will complete survey action unless the Deputy Commissioner otherwise instructs the State Administrator.

—In a Political Activity or Solicitation Case.

In transmitting complaints or information alleging violation of the provisions of the "Hatch Act" (Public Law No. 252, 76th Congress, as amended) or of the Emergency Relief Appropriation Act which relate to political solicitations and activity and to discrimination for racial, religious, or political reasons, the State Administrator shall include in his letter of transmittal to the Deputy Commissioner the name, address, WPA title and WPA employment record of the person charged with the violation.

—In a Compensation Case.

Where fraud is revealed in report to the United States Employees' Compensation Commission, a copy of the report shall be transmitted to the Deputy Commissioner.

Any charges or information concerning alleged irregularities on the part of officers or employees of the Procurement Division of the U.S. Treasury Department shall be forwarded directly to the Deputy Commissioner.

— In a Procurement Division Case.

All information concerning any charge relating solely to the forgery of pay checks or other U. S. Treasury checks shall be referred directly to the operative in charge of the nearest local office of the Secret Service Division of the U. S. Treasury Department. However, in cases where it may be more convenient, or whenever there is a possibility that the forgery was merely incidental to a general scheme or plan involving other offenses, such information should be transmitted to the Deputy Commissioner.

— In a Pay-Check-Forgery Case.

State Work Projects Administrators will continue to refer charges of the making of false statements in the execution of *Citizenship and Allegiance Affidavit*, WPA Form 610, to the Assistant Commissioner in charge of the Division of Employment, as set forth on pages 3.7.018 and 3.7.019.

— In a False Affidavit Case.

Time Lost Through Interview With Special Agents of the Division of Investigations, Federal Works Agency.—Employees of the Work Projects Administration, when required to be absent from their official duties for interview by agents of the Division of Investigations, Federal Works Agency, shall be considered as in work and pay status, and no deductions shall be made for such absence. Such absence from assigned duties, however, will be certified by the agent, except that for administrative employees certification is optional. The certification will be prepared in duplicate by the interviewer, the original of which will be delivered by the person interviewed to his timekeeper. The duplicate will be mailed by the interviewer to the appropriate Field Finance Office.

Time Lost Through Interview.

The following information shall be shown in the certification:

Case No. _____ State _____ Date _____

Employee _____ Identification No. _____

O. P. No. _____ W. P. No. _____

Interviewed at _____ from _____ a.m. to _____ a.m.
p.m. to _____ p.m.

I hereby certify that the above-named employee was interviewed by me in connection with an official investigation being conducted by the Division of Investigations, Federal Works Agency.

Signed _____

Title _____

Central Office Handling of Complaints and Information Alleging Irregularities.—All complaints and information alleging irregularities upon receipt from any source by the office of the Deputy Commissioner will be referred to the Executive Assistant for review and disposition. This may result in action of the following types:

Central Office Handling of Complaints and Information Alleging Irregularities.

1. Referral of the complaint information to the Division of Investigations, Federal Works Agency, requesting a formal investigation.
2. Correspondence between the Executive Assistant and a State Work Projects Administrator for the purpose of securing additional or clarifying information.
3. Instructions to the State Work Projects Administrators to take necessary remedial action or to carry out recommended administrative action.
4. Referral of the complaint information to other Federal agencies when their jurisdictional interest is indicated.

—Types of Action.

Handling of Investigative Reports.	Handling of Investigative Reports. —Upon completion of an investigation conducted by the Division of Investigations, Federal Works Agency, the investigative report will be submitted to the Deputy Commissioner for disposition.
Cases Involving Administrative Action.	Cases Involving Administrative Action. —When the report indicates that administrative action should be taken by the State Administrator in the form of dismissal, demotion, or suspension of employees, or by the issuance of corrective instructions or regulations, a copy of the report will be sent to the State Administrator by the Deputy Commissioner for action.
—Notification of Action.	After reviewing the findings of the investigation, the State Administrator shall complete promptly such administrative action as he may be instructed to take and such further action as he deems to be warranted, and, before closing the file in his office, shall formally notify the Deputy Commissioner of the action taken, including the names and titles of the employees who have been dismissed, demoted, or otherwise made subject of disciplinary action and indicating any other administrative corrections applied as a result of the investigation. The taking of prompt and decisive administrative action as required or suggested shall not be withheld pending receipt of information concerning determination of possible prosecution or restitution phases of a case.
Cases Involving Restitution.	Cases Involving Restitution. —In cases which involve accountability to or a claim on behalf of the United States Government, the Deputy Commissioner will determine the amount of restitution or other corrective action required, if any, and the person, organization, or public agency to be held responsible. Following this determination he will issue appropriate instructions to the State Administrator.
—Action by State Administrator.	Upon receipt of these instructions the State Administrator shall take immediate steps to collect the restitution or effect the corrective action in accordance with the Deputy Commissioner's direction. The State Administrator shall maintain a follow-up on the demands at 30-day intervals, and he shall submit a report as to the success of the demands to the Deputy Commissioner within 60 days after the receipt of the instructions from the Deputy Commissioner.
—Handling Restitutions.	In all reports of investigations, the State Administrator shall personally handle the administrative action, restitution requests, or other necessary action resulting therefrom. The State Administrator may delegate the responsibility of collecting restitution in cases involving small sums of money to other officials in the State office or to a district manager.
—Disputed Claims.	Any disputes as to the amount or validity of a claim which cannot be settled by the State Administrator, or any compromise offer, shall be obtained in writing and forwarded to the Deputy Commissioner for consideration and decision.
— —Inability to Obtain Restitution.	If, after repeated written demands have been made, and after conferences have been held with the person or persons involved, the State Administrator feels that further efforts will be futile, he shall so inform the Deputy Commissioner, enclosing copies of the correspondence and resumes of conferences with persons on whom demands were made. Except in unusual circumstances, 90 days should be sufficient time in which to exhaust such efforts to obtain compliance with the instructions of the Deputy Commissioner; and after such period the State Administrator should inform the Deputy Commissioner in the manner stated above, so that other means may be considered by the Central Office. When all reasonable means to obtain compliance with the instructions of the Deputy Commissioner have been exhausted by the State Work Projects Administrator, permission to close the case will be given.

A register of all cases involving restitution shall be maintained by the State Administrator showing such items as (1) the date on which instructions are received from the Central Office, (2) the date on which they are transmitted for collection or other corrective action, (3) the dates of follow-up letters, and (4) the final date each case is closed. The purpose of maintaining such a register is to provide the State Administrator at all times with a concise record of the status of each investigation case involving restitution.

—Maintenance
of Register.

Cases Involving Prosecution of Alleged Violations of Law.—When the report of an investigation reveals a possible violation of either the penal provisions of the Emergency Relief Appropriation Act applicable to this Administration or of any other Federal criminal statute, the report will be referred by the Deputy Commissioner to the Attorney General of the United States for appropriate attention.

Cases Involving Prosecution of Alleged Violations of Law.

When such cases also involve administrative action, the action shall be concluded promptly by the State Administrator.

— —Adminis-
trative
Action.

Confidential Nature of Reports.—The reports of investigations made by the investigative agents of the Federal Government are confidential, and the State Administrator shall not permit the report itself to be examined by, or the identity of the complainants, informants, or witnesses to be made available to the subject of the investigation or his representatives. The State Administrator may, however, upon written request, give to the subject or his representatives a brief statement of the facts revealed by the investigation, if the case is not pending before the Department of Justice.

Confidential
Nature of
Reports.

Reports made by investigative agents of the Federal Government shall not be placed in the general files of State offices, but shall be placed in a special file in the State Administrator's office in the custody of an employee designated by the State Administrator.

—Special
Filing.

**Compensation for Time Lost and Expenses Incurred by WPA Appointive Employees
Testifying as Witnesses in Judicial Proceedings**

**Compensation
for Witness
Service.**

Regulations governing compensation for time lost and expenses incurred by WPA appointive employees by reason of attendance as witnesses in any judicial proceeding are set forth below.

**—For the
Government.**

Employee Testifying for Government.—Pursuant to the provisions of section 850 of the Revised Statutes, an appointive employee who is subpoenaed to testify as a witness for the Government at Federal grand-jury proceedings or at a trial of a case will be reimbursed for his actual expenses from appropriations available to the Department of Justice with no salary deduction. The Work Projects Administration will pay the employee his salary only.

**—In Official
Capacity.**

Employee Testifying in Official Capacity in Private Litigation.—In accordance with a decision of the Comptroller General of the United States (15 Comp. Gen. 196), an appointive employee, when subpoenaed to testify as a witness in an official capacity, or to produce official records in private or other litigation, or at other than Federal grand-jury proceedings, shall be considered as in a duty and pay status during the period of his necessary absence. In such cases, the employee shall be instructed to collect the authorized witness fees and allowances for expenses of travel and subsistence and shall account to the Work Projects Administration for the total amount received. Such total amount, if not in excess of the employee's actual travel and per diem expenses, shall be credited to the appropriation from which the expenses were paid. Any amount collected by the employee in excess of his actual expenses shall be deposited in the United States Treasury as "Miscellaneous Receipts."

**—In Private
Capacity.**

Employee Testifying in Private Capacity.—An appointive employee, when subpoenaed to testify as a witness in other than an official capacity, or other than as a witness for the Government, is entitled to the usual witness fees and expenses. The time absent on such occasions shall be charged as annual leave or leave without pay.

Revised Mar. 21, 1941

Release of Official Information or Records

Instructions relating to the disclosure of (1) official information and records of the Work Projects Administration, and (2) information and records pertaining to compensation cases involving the United States Employees' Compensation Commission are hereinafter set forth.

Disclosure of
Official
Information
and Records.

Release of Official Information or Records of the Work Projects Administration.—General Order No. 1, Amended, of the Federal Works Agency prescribes regulations governing the disclosure of official information by officers and employees of the Work Projects Administration and other constituent units of the Federal Works Agency (see appendix D of this volume).

—WPA Records.

In accordance with General Order No. 1, Amended, of the Federal Works Agency, the following regulations shall be observed:

1. Except as otherwise herein provided, a request for copies of, or information relative to, records of the Work Projects Administration shall be directed to the Deputy Commissioner and shall be submitted to him through the State Work Projects Administrator, who, in transmitting the request to the Central Office, shall accompany it with his recommendation. Such copies may not be released except upon specific authorization of the Deputy Commissioner or his duly authorized representative. The request by the applicant must be in writing and must set forth the purpose for which the information or record is desired. Except when made by duly accredited officials of any State or political subdivision thereof, the request must be under oath.
2. Where it is determined by the State Work Projects Administrator or his designated representative that the release of information of a routine character will not be inimical to the public interest, he may release such information to applicants therefor without referral to the Central Office. In general the addresses, amounts of earnings, and dates of employment of individual employees of the Administration; expenditures on projects; and information gathered on research, statistical, survey, and similar projects are considered as routine and may be released to persons applying therefor if it is determined that the applicants have a bona fide interest in the matter and that the release of such information is not inimical to the public interest. However, requests for such information as to any large group of employees shall be referred to the Deputy Commissioner. Personal-history records of employees and case records are confidential and may not be released except upon specific authorization of the Deputy Commissioner or his duly authorized representative. This shall not be construed to prevent the exchange of information between the Work Projects Administration and social agencies, such as State and local public welfare agencies, the American Red Cross, child-welfare associations, and social-service departments of hospitals. Where there is any doubt concerning the release of information, the State Administrator shall refer the case to the Central Office for determination.
3. Information sought by probation officers and domestic relations courts as to earnings and length of employment of employees may be released by the State Administrator in response to subpoenas or otherwise.
4. Requests for information concerning compensation cases falling within the provisions of Section 21.21 of the Regulations of the United States Employees' Compensation Commission, dated July 15, 1937, shall be handled in accordance with regulations stated on page 1.4.C121.

— —Manner of
Requesting In-
formation From
Central Office.

— —Determina-
tion of Nature
of Release by
State Adminis-
tration.

— —Domestic
Relations
Court Releases.

— —Compensa-
tion Cases.

— —Response
to Subpena.

5. Where a subpena is served on an employee of the Work Projects Administration to appear before any judicial or other officer or body and to produce official records or to testify as to the contents of any such records or to information received as a result of the official duties of the employee, and time for responding will not permit reference of the subpena to the Deputy Commissioner, the employee named in the subpena shall appear before the issuing officer or body and shall respectfully state that under General Order No. 1, Amended, of the Federal Works Agency and under these regulations, compliance may be had only upon approval of the Deputy Commissioner to whom the subpena is referred. A full report clearly identifying the records or the type of testimony desired shall be forwarded immediately by the State Work Projects Administrator, accompanied by his recommendation, to the Deputy Commissioner, who will issue appropriate instructions. If response to a subpena is authorized, true copies of the records may be prepared and turned over to the judicial or other officer or body unless the State Administrator determines it inadvisable to have the records reproduced because of the burden imposed upon his office. Pursuant to the provisions of Section 1 of General Order No. 1, Amended, of the Federal Works Agency, the original records of this Administration shall not be released from its possession. The employee designated to respond to the subpena may carry with him the original records for inspection and authentication purposes, but such records may not leave his custody and must be returned to the files of this Administration. Notwithstanding the foregoing, should a subpena be served upon an employee of the Work Projects Administration to appear and produce the employment and earnings record of an employee, the State Administrator may authorize the production of these particular records without referring the matter to the Deputy Commissioner where he feels the release of such records will not be inimical to the public interest; in such cases the State Administrator shall report his action to the General Counsel, giving the name of the employee involved, names of the parties to the litigation, and, if possible, a brief statement of the basis of the litigation. Regulations governing compensation for time lost and expenses incurred by appointive employees by reason of attendance as witnesses in any judicial proceeding are set forth on page 1.4.010. Regulations governing compensation for time lost and expenses incurred by assigned employees by reason of attendance as witnesses in any judicial proceeding are set forth on page 3.6.014.

— —Cases
Submitted
to Attorney
General.

6. Notwithstanding the foregoing, where any employee of the Work Projects Administration is served with a subpena to appear before any judicial or other officer or body of the Federal Government and to testify in connection with criminal proceedings based upon reports of investigations prepared by a Federal investigative division and duly submitted to the Attorney General of the United States, or where, without the service of a subpena, such employee is requested so to appear and testify, he need not first notify the Deputy Commissioner.

— —Records in
the Custody of
Field Finance
Offices.

The above instructions shall also apply to records in the custody of Field Finance Offices, and the authorities conferred by these instructions upon State Administrators shall be exercised by Field Finance Officers in connection with records in their custody.

—U.S. Com-
pensation
Cases.

Release of Information or Records Pertaining to Compensation Cases.—There are quoted herein the provisions of Section 21.21 of the Regulations of the United States Employees' Compensation Commission, prohibiting the disclosure of information or records pertaining to compensation cases:

- (a) All records, medical and other reports, statements of witnesses, and other papers relating to the disability or death of a civil employee of the United States or other person entitled to compensation benefits from the United States under said act and all amendments or extensions thereof, are the official records of the Commission and are not records of the agency, establishment, or department making or having the care or use of such records. Such records and papers pertaining to any such injury or death are confidential and no official or employee of a Government establishment who has investigated or secured statements from witnesses and others pertaining to a claim for compensation, or any person having the care or use of such reports, shall disclose information from or pertaining to such records to any person, except upon the written approval of the Commission.
- (b) Any person having any such records shall assume no control over same, nor shall such person be vested with any discretion relative to the production of same in court, as such discretion shall remain in the Commission to whose business such records appertain. Any such person is prohibited from presenting such records or information in court, whether in answer to a subpoena duces tecum or otherwise. When a subpoena shall have been served upon such person, he shall appear in court and respectfully decline to present such records or to divulge the information called for, basing his refusal upon this regulation and upon the fact that such person is not the custodian of such records.
- (c) Information with respect to an injury or death which may be necessary for the official purpose of any department, agency, or other establishment of the United States may be disclosed upon the responsibility of the official superior to see that such information will be used exclusively for such official purpose.

— —Regulations.

Information requested by a regional attorney of the United States Employees' Compensation Commission or an attorney properly representing an employee in the prosecution of a third-party claim, including the appearance before any judicial body with official records pertaining to the injury and accident, shall be released without referral to the central office.

Revised Jan. 28, 1942

Control of Administrative Property

The control of the acquisition and disposition of property by administrative offices of State Work Projects Administrations is the direct responsibility of the State Administrators. As provided on page 2.10.005 responsibility for the care, preservation, and correct usage of property in the custody of administrative units usually shall devolve upon division or section heads.

Control of Administrative Property.

Each State Administrator or his designated representative shall approve all requests for the purchase or rental of property for use by administrative offices. As provided on page 2.9.004 requisitions for the purchase of furniture and office equipment and for the rental of noiseless typewriters are subject to the approval of the Central Office.

Approval of Requests for Purchase or Rental.

State Administrators also shall establish and maintain adequate controls over the movement of property within and between administrative offices and shall designate those administrative officers and employees who shall be responsible for the care, preservation, and proper usage of property in the custody of administrative divisions or sections.

Control Over and Appointment of Responsible Officers.

Field Finance Officers shall be responsible for the maintenance of the official inventory records of administrative property and for the preparation semiannually of the *Itemized Report of Furniture and Office Equipment*, WPA Form 793. The State Director of Finance and Control, however, shall maintain a record showing the location of each item of administrative furniture and office or other equipment. This record showing location of items of administrative property is in no sense to be considered as a duplication of the inventory records maintained by the Field Finance Office. Its use is solely for consideration in connection with the acquisition, disposition, and movement of such property within and between administrative offices.

Physical Inventory Location Records.

Instructions relating to the inventory documents which shall be prepared by officers and employees who are responsible for custody of property are set forth on pages 2.10.006-2.10.007. Instructions relating to the maintenance of property inventory records by the Field Finance Office for all property in the custody of the State Work Projects Administration are prescribed in chapter 3 of volume 4.

Reference to Other Regulations.

Designation, Bonding, and Functions of Authorized Certifying Officers and the Issuance of Specimen Signature Cards

Certifying Officers.

Each State Work Projects Administrator and Field Finance Officer shall designate certain employees to certify documents such as purchase requisitions, travel orders, receiving and inspection reports, etc., and in addition shall recommend to the Assistant Commissioner in charge of the Division of Finance and Control, Washington, D. C., persons to certify pay rolls and other disbursement vouchers which are required to be certified under the provisions of the Public Law 389, 77th Congress, which is quoted in part as follows:

Law Relating to Certification of Vouchers.

"An Act to fix the responsibilities of disbursing and certifying officers, and for other purposes.

"Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That hereafter, notwithstanding the provisions of the Act of August 23, 1912 (37 Stat. 375; 31 U. S. C. 82), and section 4 of Executive Order Numbered 6166, dated June 10, 1933, disbursing officers under the executive branch of the Government shall (1) disburse moneys only upon, and in strict accordance with, vouchers duly certified by the head of the department, establishment, or agency concerned, or by an officer or employee thereof duly authorized in writing by such head to certify such vouchers;

Sec. 2. The officer or employee certifying a voucher shall (1) be held responsible for the existence and correctness of the facts recited in the certificate or otherwise stated on the voucher or its supporting papers and for the legality of the proposed payment under the appropriation or fund involved; (2) be required to give bond to the United States, with good and sufficient surety approved by the Secretary of the Treasury, in such amount as may be determined by the head of the department, agency, or establishment concerned, pursuant to standards prescribed by the Secretary of the Treasury, and under such conditions as may be prescribed by the Secretary of the Treasury; and (3) be held accountable for and required to make good to the United States the amount of any illegal, improper, or incorrect payment resulting from any false, inaccurate, or misleading certificate made by him, as well as for any payment prohibited by law or which did not represent a legal obligation under the appropriation or fund involved: *Provided, That the Comptroller General may, in his discretion, relieve such certifying officer or employee of liability for any payment otherwise proper whenever he finds (1) that the certification was based on official records and that such certifying officer or employee did not know, and by reasonable diligence and inquiry could not have ascertained, the actual facts, or (2) that the obligation was incurred in good faith, that the payment was not contrary to any statutory provision specifically prohibiting payments of the character involved, and that the United States has received value for such payment:* * * * * *

—Appointment Requirements.

Pursuant to the above-quoted law and to give effect to the fundamental principles of pay roll and voucher certification, the following requirements are established for observance by the Work Projects Administration:

1. Certifying officers shall be carefully selected as to position and responsibility in the office organization, and shall in every instance be employees who, by the nature of their regular duties and official titles, either have personal knowledge or documentary evidence of the facts upon which pay rolls or other vouchers are based, or have immediate charge of the persons having such knowledge.

2. Persons designated as certifying officers shall personally sign the certifications and shall not delegate this function to any other person in any way whatsoever.
3. In no instance shall a person receive an appointment solely as certifying officer; certifying officers shall be chosen from responsible employees bearing regular organization titles.

Schedule of Officers or Employees of the Federal Works Agency Recommended for Designation as Certifying Officers, FWA Form No. 233-E, shall be used by each State Administration or Field Finance Office to show information for each employee recommended for designation as an Authorized Certifying Officer who may certify vouchers to a disbursing officer of the executive branch of the Federal Government. FWA Form No. 233-E shall be prepared in an original and three copies. The original and two copies, signed by the State Administrator or Field Finance Officer, together with the completed *Signature Card*, *Treasury Forms No. 1686*, and the completed *Bond — Certifying Officer*, described below, shall be transmitted to the Assistant Commissioner in charge of Finance and Control in the Central Office. Schedules received in that Office by Thursday morning of each week will be grouped for submission to the Administrator of the Federal Works Agency for approval. Copies of the approved schedule of Authorized Certifying Officers will be furnished the State Administrators and/or Field Finance Officers immediately upon the receipt of such approved schedules from the Federal Works Agency.

Schedule of
Certifying
Officers
Recommended.

—FWA Form
No. 233-E.

FWA Form No. 233-E shall be reproduced locally on 8" x 10½" white bond paper and prepared in accordance with the following instructions:

—Preparation
of FWA Form
No. 233-E.

"Constituent Administration"

Work Projects Administration
(State or Field Finance Office).

"Schedule No."

Leave blank

"* * * effective 194 ,"

Date authorization becomes effective.

"Name"

Name of the employee as it appears on the pay roll.

"Title"

The functional title of the employee.

FWA Form No. 233-E (2-13-42)				
SCHEDULE OF OFFICERS OR EMPLOYEES OF THE FEDERAL WORKS AGENCY RECOMMENDED FOR DESIGNATION AS CERTIFYING OFFICERS				
Schedule No.		(Constituent Administration)		
Pursuant to Public Law No. 269, approved December 28, 1941, it is recommended that the officers or employees mentioned below be designated to certify for payment, effective 194 , vouchers of the classes indicated opposite their names. It is also recommended that words be fixed in the amounts shown.				
Name	Title	Class of vouchers to be certified	Place of payment	Amount of bond
(Read of Constituent Administration)				

"Class of Vouchers to be Certified"

Indicate the class of vouchers to be certified; e.g.,

All vouchers including project pay rolls.

All vouchers except project pay rolls.

"Place of Payment"

The city and state in which the Treasury Regional Disbursing Officer is located.

"Amount of Bond"

The amount of bond, prescribed hereinafter.

At the footing of the schedule, the number of the page and the total number of pages comprising the schedule shall be shown; e.g., "Page 1 of 3 pages."

—Preparation
of Signature
Cards.

Signature Card, Treasury Form No. 1686, shall also be executed by each Authorized Certifying Officer in nine copies, in the following prescribed manner:

"Department, Establishment, or Agency"

Federal Works Agency.

"Bureau or office"

Work Projects Administration
(State or Field Finance Office).

"Signature of officer or employee authorized to certify vouchers for payment"

Signature of Authorized Certifying Officer as he intends signing vouchers.

"Title of officer or employee"

The functional title of the employee.

"Class of vouchers"

Use identical phraseology of class of vouchers as it appears on the schedule.

Form No. 1686 Treasury Department Bureau of Accounts Revised	SIGNATURE CARD	Certifying officer under Public Law No. 360, approved December 28, 1941
Department, establishment, or agency _____		
Bureau or office _____		
Signature of officer or employee authorized to certify vouchers for payment _____		
Title of officer or employee _____		
Class of vouchers _____		
I certify that the above signature is that of _____ who has been authorized to certify vouchers for payment.		
Signature _____		
Date _____	Title _____	(Reverse must be completed)

(Front)

BOND REFERENCE	
Certifying Officer's Bond:	
Date of bond _____	
Surety _____	
Penalty _____	
Date of expiration _____	

(Back)

(This form will be supplied from the Central Office and shall not be reproduced locally.)

The full name of the certifying officer should be typed in the space provided: " * * * above signature is that of _____ who has been authorized * * *." The signature of the Authorized Certifying Officer shall be certified by the State Administrator or the Field Finance Officer. The reverse side of Treasury Form No. 1686 need not be filled in by the State Work Projects Administration or Field Finance Office. However, the office address of the Authorized Certifying Officer shall be shown on the reverse of the signature card and each Authorized Certifying Officer shall keep the Assistant Commissioner in charge of Finance and Control advised as to any change in such address. Eight accomplished signature cards (Treasury Form No. 1686) shall be transmitted to the Assistant Commissioner. The ninth signature card shall be retained by the State Division of Finance and Control or Field Finance Office.

Employees (with the exception of State Administrators, State Directors of Finance and Control, and Field Finance Officers) designated to certify (1) all vouchers including project pay rolls (WPA Forms 503, 504, and/or 509) shall be bonded in the amount of ten thousand dollars (\$10,000). Employees designated to certify all vouchers except project pay rolls shall be bonded in the amount of five thousand dollars (\$5,000). State Administrators, State Directors of Finance and Control, and Field Finance Officers shall be required to qualify as Authorized Certifying Officers to certify all vouchers including project pay rolls and shall give bond in the amount of five thousand dollars (\$5,000). Premiums on bonds shall not be paid with Federal funds.

—Bonding of
Authorized
Certifying
Officers.

The bond of an Authorized Certifying Officer may be secured (1) by any corporation authorized by the Secretary of the Treasury to qualify as surety on bonds in favor of the United States; (2) by two individuals, each of whom shall justify to the satisfaction of the Secretary of the Treasury that he has free and unencumbered assets over all liabilities, the current market value of which is at least fifty percent in excess of the penal sum of the bond; or (3) by the pledge of obligations issued or guaranteed by the United States, in accordance with the provisions of Treasury Circulars Nos. 154 and 530, dated February 6, 1935, and April 15, 1941, respectively. Any employee now bonded to the United States under other provisions of law must, upon authority having been given to act as a certifying officer under Public Law 389, give a separate bond. Each Authorized Certifying Officer's bond shall be conditioned for the true and faithful performance of the duties imposed upon him, in accordance with the provisions of Public Law No. 389 and any subsequent amendments thereto, and in accordance with any other relevant laws of the United States, and rules, regulations, and instructions issued by the proper authority.

—Security
on Bonds.

Bond — Certifying Officer shall be executed in an original only when the surety is a corporation. Appropriate changes may be made in the form to adapt it for use with personal sureties. Instructions for executing the bond are contained on the reverse side of the form. In the space provided (line 15) for the name of the "Department, establishment, or agency," the name "Federal Works Agency" shall be inserted. The employee's name shall be identical to the name listed on FWA Form No. 233-E. Attention is also directed to paragraph three of "Instructions for Executing Bond," which reads, "The principal must sign the bond at the foot thereof, by *first name, middle initial or initials, if any, and last name*, to correspond with his name as shown in the first paragraph of the bond. The corporate surety must affix its corporate seal." Initials shall not be accepted for both first and middle names of the principal.

—Execution
of Bond.

Completed Bond — Certifying Officer, together with the aforementioned completed original and two copies of FWA Form No. 233-E, and eight accomplished signature cards (Treasury Form No. 1686), shall be transmitted to the Assistant Commissioner in charge of Finance and Control. Payments on vouchers certified by an employee designated as an Authorized Certifying Officer will not be made by Treasury Regional Disbursing Officers until the approved authorization (FWA Form No. 233-E) has been received by the Division of Disbursement.

Added Jan. 25, 1943

BOND — CERTIFYING OFFICER

(When Surety is a Corporation)

(Read carefully and follow strictly rules and instructions on reverse side)

KNOW ALL MEN BY THESE PRESENTS:

1 That we _____, of _____,
 2 _____, as Principal,
 _____ (City) _____ (State)

3 and _____,
 4 a corporation organized under the laws of the State of _____,
 5 as Surety, are held and firmly bound unto the United States of America in the penal
 6 sum of _____ dollars (\$ _____), for the payment of
 7 which sum, well and truly to be made, we bind ourselves, our heirs, executors,
 8 administrators, successors, and assigns, jointly and severally, firmly by these
 9 presents.

10 Sealed with our seals, and dated this _____ day of _____,
 11 19____. This bond shall be effective _____.
 _____ (Date)

12 WHEREAS, under the Act of Congress approved December 29, 1941, entitled "An Act
 13 to fix the responsibilities of disbursing and certifying officers, and for other
 14 purposes," the above-bounden principal has been duly designated and authorized in
 15 writing by the head of the _____,
 _____ (Department, establishment, or agency)

16 to certify vouchers to disbursing officers under the Executive Branch of the Government;
 17 and under said Act shall be held responsible for the existence and correctness of the
 18 facts recited in the certificates, or otherwise stated on the vouchers or their
 19 supporting papers, and for the legality of proposed payments under the appropriations
 20 or funds involved; and subject to all provisions of said Act shall be held accountable
 21 for and required to make good to the United States the amount of any illegal, improper,
 22 or incorrect payment resulting from any false, inaccurate, or misleading certificate
 23 made by him, as well as for any payment prohibited by law, or which did not represent
 24 a legal obligation under the appropriations or funds involved;

25 NOW, THEREFORE, THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH, That if the
 26 said principal shall well and truly perform and discharge, according to the laws of the
 27 United States and rules, regulations and instructions now or hereafter enacted,
 28 prescribed or issued, the duties imposed upon him in connection with the certification
 29 of vouchers to such disbursing officers, and shall make good to the United States any
 30 amount for which he shall be held accountable pursuant to such laws, rules, regulations,
 31 and instructions; then this obligation shall be void and of no effect; otherwise it
 32 shall remain in full force and effect.

33 It is expressly agreed that this is a continuing obligation covering not only the
 34 term of the said principal under his present appointment and designation but also the
 35 term or terms of all such future appointments and designations by the head of the
 36 department, establishment, or agency referred to above, under which he shall continue
 37 to exercise such duties.

Signed, sealed, and delivered in the presence of —

Witnesses to signature of principal:

_____	_____ [SEAL]
(Name)	(First name) (Middle initial (s)) (Surname)
_____	(Principal)
(Residence: Number and Street)	[CORPORATE SEAL]
_____	_____ (Surety)
(City) (State)	

(Name)	
_____	By _____
(Residence: Number and Street)	

(City) (State)	

The rate of annual premium on this bond is \$ _____ per thousand;
 the annual premium on this bond is \$ _____.

(This form will be supplied from Washington, D. C., and shall not be reproduced locally)

INSTRUCTIONS FOR EXECUTING BOND

1. *Date of execution.*—The bond must bear date as of the day upon which it was actually executed. Effective date must be written in bond at time of execution.

2. *Names and residence.*—The name, including first name, middle initial or initials, if any, and last name of the principal, together with his residence address, by street, number, city, and State, must be given in the first paragraph of bond. The name and address should be printed or typewritten, or otherwise clearly written.

3. *Signature and seal.*—The principal must sign the bond at the foot thereof, by first name, middle initial or initials, if any, and last name, to correspond with his name as shown in the first paragraph of bond. The corporate surety must affix its corporate seal.

4. *Witnesses.*—The signature of the principal must be made in the presence of two witnesses. The signatures of the witnesses must appear in the appropriate places, with their full residence addresses. If the signature of a witness is illegible, the name should be indicated by printing or typewriting.

5. *Errors, erasures, etc.*—Care should be exercised in the execution of the bond to avoid erasures and corrections. If, however, a correction should be necessary, and it is impracticable to obtain another form, a separate notation should be made on the margin of the bond, setting forth the change or correction, which statement should be signed by principal and surety. For example: "The change in the date, line 9, to August 18, 1945 (or recite other change), was made with full knowledge and consent of the undersigned _____ (Principal), _____ (Surety)." The corporate surety must affix its seal to such notation.

(Department, establishment, or agency)

_____, 19____

Approved:

(Title)

TREASURY DEPARTMENT
BUREAU OF ACCOUNTS
SECTION OF SURETY BONDS

Examined and recorded.

The within corporate surety is duly qualified and evidence of the authority of the officers or agents signing on its behalf is on file in this office.

TREASURY DEPARTMENT

Approved: _____ (Date)

SECRETARY OF THE TREASURY

Authorizations will be deemed to be in effect until expressly revoked or amended. If it becomes necessary to terminate or change the duties of an Authorized Certifying Officer, the Assistant Commissioner in charge of Finance and Control shall be advised immediately as to the date of such termination, or the date and nature of the change in the duties of the Authorized Certifying Officer. In the event the change in duties is within the province of the prevailing bond executed for such employee, FWA Form No. 233-E shall be prepared in an original and two copies, listing the proposed change for such employee, and transmitted to the Assistant Commissioner, together with the required number of accomplished signature cards, evidencing the change. If the duties of an Authorized Certifying Officer are changed in such a manner as to warrant an increase in the amount of bond to cover such duties, a new bond shall be executed for such employee. FWA Form No. 233-E shall also be prepared in an original and two copies, listing the proposed change for such employee, and forwarded to the Assistant Commissioner, together with the required number of accomplished signature cards evidencing the change. The Assistant Commissioner will take the necessary action to effect the cancellation of the old bond by the Treasury Department. If the bonding company desires confirmation of such cancellation, a letter may be addressed by that company to the Section of Surety Bonds, Treasury Department, Washington, D. C., requesting such information.

—Revocation
and/or Change
of Authority.

In the event it becomes necessary to make any change on the bond which has been submitted (e.g., a change in name due to marriage), the Assistant Commissioner shall be advised in detail of such change; whereupon the State Administrator or the Field Finance Officer will be furnished the proper form to be executed, together with pertinent instructions.

—Changes
in Bond.

Since the Bond — Certifying Officer is a continuing obligation and remains in force until cancelled, each employee who has been bonded as an Authorized Certifying Officer under Public Law 389 will be held strictly accountable for seeing that the renewal of premium is effected prior to the expiration date of each period for which premium has been paid. Vouchers shall not be certified by Authorized Certifying Officers beyond the date upon which the premium payment expires unless the renewal thereof has been accomplished. State Administrators or Field Finance Officers shall take the necessary action to insure compliance with this condition and, in addition, shall notify the Assistant Commissioner of the date upon which such renewal is effected.

—Renewal
of Premium.

In certifying payment vouchers, and in all official matters relating thereto, the title "Authorized Certifying Officer" shall be used. The functional title of the Authorized Certifying Officer may be also used if administratively desired. The Authorized Certifying Officer's name shall be typed or printed below his signature on payment voucher and on all official correspondence relating to his duties as certifying officer. The date of certification of each voucher shall be shown in the certificate with the exception of pay roll vouchers (principally administrative pay rolls) bearing a certificate dated prior to the end of the period involved.

—Certifica-
tion of
Vouchers.

In instances where changes in pay rolls and other vouchers are made and initialed by an Authorized Certifying Officer other than the Authorized Certifying Officer who certified the pay roll or other voucher, the following additional certification shall be placed on the certification sheet of the pay roll or other voucher:

—Changes in
Voucher
After Certifi-
cation.

*Changes hereon, initialed (certifying officer's initials), have been made by me (certifying officer's name).

Signature _____
(Authorized Certifying Officer)*

In all other instances where specimen signatures may be required with respect to authorization to sign documents other than pay rolls or other vouchers, *Specimen Signature Card*, Treasury Form A-11, shall be utilized.

—Preparation
of Specimen
Signature
Card

The designation of those persons charged with the execution of encumbrance, obligations, and/or underlying documents from which vouchers are prepared, such as Treasury Forms A-5, A-6, A-9, or WPA Forms 502, 740, etc., shall be accomplished by written approval of the State Administrator. Advice of such designations shall be furnished the State and Regional Procurement Offices when such designation confers upon the officer the authority to approve purchase requisitions.

Employees who have been delegated the authority to execute encumbrance, obligation, or underlying documents from which vouchers are prepared shall execute *Specimen Signature Card*, Treasury Form A-11, in sufficient number to insure that one card shall be placed in each office issuing such documents or taking action thereon.

—Designation
of Central
Office Employees.

In those instances where Central Office employees are designated to execute Treasury Forms A-6, A-9, etc., their respective division heads shall be responsible for such designation. The authorized employees shall execute signature cards in a sufficient number to furnish the pertinent Regional and State Procurement or other interested offices with a copy of Treasury Form A-11. In addition, one Treasury Form A-11 for each such authorized officer shall be retained in the Central Office file.

In transmitting the cards to the Procurement Offices, the letter of transmission shall specifically state that it is forwarding Treasury Forms A-11 covering employees who under proper authority have been designated to execute encumbrance, obligation, or underlying documents. Treasury Form A-11 shall not be forwarded to the Regional Disbursing Office. Care shall be exercised in preparing Treasury Form A-11 in order that the signing authority shown thereon is limited to that actually intended. This shall be accomplished by

Form A-11 U. S. TREASURY DEPARTMENT Accounts and Deposits	
Department or establishment _____	(Type name of officer) _____
Regional office _____	
Signature of officer authorized to sign or certify (1) Advice of allotment, (2) Purchase requisitions, (3) Travel orders, (4) Pay rolls, (5) and other vouchers and obligation documents.*	
(Signature) _____	
I certify that the above is the signature of the authorized certifying officer.	
(Date) _____	(Signature) _____
(Title) _____	
*Strike out items which officer is not authorized to sign. If authority to certify is limited to documents under a specific project authority, allotment or project, such limitation and any other limitation shall be indicated.	

(Front)

INFORMATION TO BE INSERTED BY U. S. TREASURY STATE ACCOUNTS OFFICE, COMMISSIONER OF ACCOUNTS AND DEPOSITS	
BOND REFERENCE	
Date of bond _____	
Surety _____	
Penalty, \$ _____	
SPECIFIC CERTIFYING AUTHORITY.	

(Back)

blocking out the items which the employee is not authorized to sign, and, where necessary, inserting document form numbers such as WPA Form 502, WPA Form 740, etc. The original and each copy of Treasury Form A-11 shall bear the manual signature of the employee designated to sign documents and of the person authorizing the duties.

Revocation of the authority of persons who have been designated to sign other than voucher documents shall be accomplished by the issuance of a formal letter from the State Administrator to the employee. Certified copies of the letter of revocation shall be furnished the offices which received copies of the letter of designation. Formal revocation shall be made when employees who have been designated are for any reason terminated from employment.

—Revocation
of Authority.

Added Jan. 25, 1943

PART II. RULES AND REGULATIONS, INSTRUCTIONS AND PROCEDURES OF THE WORK PROJECTS ADMINISTRATION

The several types of releases to be utilized by the Central Office for the promulgation of the rules and regulations, and issuance of instructions and procedures of the Work Projects Administration are (1) General Orders, (2) the Manual, (3) Transmittal Letters, (4) Commissioner's Letters, and (5) divisional letters. The nature of the instructions incorporated in each of these types of releases is as follows:

—Types of
Procedural
Releases.

General Orders.—The monthly earning schedule established by the Commissioner of Work Projects pursuant to the requirements of the Emergency Relief Appropriation Act has been promulgated in General Order No. 4 of the Work Projects Administration and Amendments thereto. Similar instructions in regard to salary schedules for appointive personnel are contained in General Order No. 2 and revisions thereto. General Order No. 3, Revised, designates the employees authorized to administer oaths to documents required in the administration of the Work Projects Administration. General Order No. 5 and Supplements thereto provide for the continued application of rules and regulations promulgated during previous fiscal years.

—General
Orders.

Manual.—The rules and regulations, instructions and procedures governing the operation of the WPA program are contained in the Manual consisting of four volumes. The titles of the four volumes are as follows:

—Manual

- Volume 1 Organization and Administration
- Volume 2 Project Planning and Operation
- Volume 3 Employment
- Volume 4 Finance

The Manual is prepared in loose-leaf form to facilitate the insertion of new and revised pages, including pages of supplemental instructions which may be prescribed by State Work Projects Administrators (see page 1.4.021).

— —Form of
Preparation.

Transmittal Letters.—When new or revised pages of the Manual are issued by the Central Office, they are transmitted to State Work Projects Administrations and Field Finance Offices, attached to Transmittal Letters. A separate series of such Transmittal Letters is maintained for each of the four volumes, and each such series is identified with the particular volume to which it relates. In addition to provisions relating to the new or revised pages transmitted, each such Transmittal Letter sets forth (1) the basic policy or procedural change effected by the new or revised instructions, and (2) such nonrecurring instructions as may be necessary to properly effect the change, including the date(s) on which the revised instructions shall become effective.

—Transmittal
Letters.

Commissioner's Letters.—Instructions and procedures establishing basic policies governing the operation of the WPA program may be issued in Commissioner's Letters prior to inclusion in the Manual. Instructions and procedures of a nonrecurring nature which apply to more than one division are also issued in the form of Commissioner's Letters.

—Commissioner's
Letters.

Divisional Letters.—Instructions and procedures of a nonrecurring or informational nature which apply to one division are issued in the form of divisional letters. Such letters are titled and serialized as to source and function; e.g., "Administrative Letters," "Engineering and Construction Letters," "Service Letters," "Employment Letters," "Finance and Control Letters," "Supply Letters," and "Training and Reemployment Letters."

—Divisional
Letters.

—Memoranda

In addition to the above types of releases, Memoranda are used for the issuance of general informational matter.

Prior Pro-
cedural Re-
leases.

Previous to the establishment of the Manual, procedures were maintained in the form of (1) Handbook of Procedures, (2) Handbook of Procedure Letters, (3) Operating Procedures, (4) Operating Procedure Memoranda, (5) General Letters, (6) Memoranda, and (7) Serial Telegrams. With the complete issuance of the Manual, these types of releases will be discontinued. The use of General Orders has replaced the use of Administrative Orders.

Revised Jan. 25, 1943

Distribution of Rules and Regulations, Instructions and Procedures of the Work Projects Administration

The rules and regulations, instructions and procedures of the Central Office of the Work Projects Administration are available for distribution in such quantities as may be necessary to provide for adequate dissemination within each State Administration and Field Finance Office. The proper distribution of such rules and regulations, instructions and procedures to administrative and project personnel of the State Administration is primarily the responsibility of the State Work Projects Administrator.

Distribution of Procedures From Central Office.

To facilitate the adequate distribution of its rules and regulations, instructions and procedures without requiring unnecessary distribution, it is the policy of the Central Office to prepare such releases in a functional pattern, thereby enabling State Administrations to distribute them to the persons primarily interested in the material.

—Functional Preparation for Proper Distribution.

The manual is prepared in such manner that each volume, chapter, and part, and each titled section insofar as possible, is designed to provide complete instructions pertaining to the subject matter covered. Similarly, Commissioner's Letters and divisional letters are serialized according to functions concerned. Accordingly, the distribution of the volumes, chapters, parts, and sections of the Manual, Commissioner's Letters and divisional letters shall be determined by the material contained in the release.

—Outline of Possible Distribution.

Specific instructions relating to the distribution of the rules and regulations, instructions and procedures of the Work Projects Administration are set forth in the following paragraphs.

—Specific Instructions.

Distribution of Rules and Regulations, Instructions and Procedures by the Central Office.—Except where other arrangements are made at the request of the State Administrator, the various types of releases by the Central Office of the Work Projects Administration are distributed as follows:

—Distribution of Procedures by Central Office.

1. *General Orders.*—General Orders which are contained in volume 1 (appendix C) of the Manual will be distributed in accordance with written requests of State Administrators.

— — —General Orders.

2. *Manual.*—Distribution of the Manual will be made in bulk to State Administrators based upon advice from the State as to the number of copies required. Individual distribution shall be handled within each State.

— — —Manual.

The volumes of the Manual shall not be reproduced in the State for local distribution.

— — —State Reproduction Prohibited.

Distribution of the complete volumes will be made only in accordance with requests from State Administrators or Field Finance Officers. Bulk quantities of any particular chapter or portion thereof for field distribution (e.g. Ch. 1, Timekeeping, of vol. 4) should be requested sufficiently in advance to permit reproduction.

— — —Field Distribution.

3. *Commissioner's Letters, Divisional Letters, and Memoranda.*—Distribution will be made in bulk to State Administrators based upon advice from the State as to the number of copies required. Individual distribution shall be handled within each State.

— — —Commissioner's Letters, Divisional Letters, and Memoranda.

Distribution of Rules and Regulations, Instructions and Procedures by State Work Projects Administrators.—The distribution by State Work Projects Administrators of the rules and regulations, instructions and procedures of the Central Office shall be determined primarily by the subject matter contained in the release. Each State Administrator shall establish an adequate system for

— —Distribution of Procedures by State Administrators.

controlling the distribution of official releases within the State to insure that persons whose duties are concerned receive all pertinent instructions. The State Administrator, where bulk shipments are received as indicated above, shall provide a system for securing receipts at each stage where responsibility for bulk distribution is delegated.

— — — —Ref-
erence to State
Instructions.

Instructions relating to the application and supplementation by State Administrators of the rules and regulations, instructions and procedures of the Central Office are set forth on pages 1.4.021-1.4.022.

Revised Jan. 25, 1943

Application of Rules and Regulations, Instructions and Procedures of the Work Projects Administration

Each State Work Projects Administrator and Field Finance Officer is responsible for the application of the rules and regulations, instructions and procedures of the Central Office. Such rules and regulations, instructions and procedures shall be applied as directed, and no instructions shall be issued by State Administrators or Field Finance Officers which are not in conformity with established rules and regulations, instructions and procedures, except where a modification or exception is expressly authorized by the Deputy Commissioner or his authorized representative. This shall not be construed, however, as prohibiting State Administrators or Field Finance Officers from issuing instructions relating to subjects peculiar to the State organization or Field Finance Office which are not covered in the releases of the Central Office, or instructions supplemental to the Federally prescribed procedure in order to provide necessary additional detail as to methods, practices and systems, provided there are no conflicts between such instructions and the procedures prescribed by the Central Office.

State
Authority for
Issuance of
Regulations.

When the State Administrator is of the opinion that a policy or procedure prescribed by the Central Office should be revised in order to permit efficient application within the State, the State Administrator shall prepare a letter to the Assistant Commissioner or Director concerned, setting forth his suggestions and reasons therefor. At the same time a copy shall be sent directly to the Director of Procedures, Division of Management, Work Projects Administration, Washington, D. C.

—State
Requests for
Interpretation.

Where the suggestions of the State Administrator appear to warrant national application, appropriate revisions will be effected in the rules and regulations, instructions and procedures of the Central Office. Where the suggestions of the State Administrator do not warrant national application but are approved for application within the State in question, appropriate authorization will be issued to the State Administrator by the Deputy Commissioner or his authorized representative.

—Action To
Be Taken on
Request.

For simplicity in reference, it is suggested that instructions issued by State Administrators which are supplementary to the Manual be interleaved with the Central Office releases so that the State instructions appear opposite the Central Office instructions which are supplemented (for illustration see following page). Where a particular section of the Manual is furnished separately to an employee, and the section requires State supplementation, the supplementary instructions should be attached to the section. Where State instructions are issued with respect to a subject not covered in the Manual, the State instructions may be inserted in the appropriate volume and chapter of the Manual. In distributing copies of divisional letters within the State or of supplementary instructions thereto, the above procedure shall be followed.

—State
Interpretations
of Federal
Releases.

The State Administrator shall establish a uniform system for the issuance of State instructions or interpretations of Central Office procedures. Releases shall be numbered or paged in sequence within each established series. Provision shall be made to cancel instructions which become inactive. Each release shall indicate the previous instructions, if any, which are being superseded or rescinded, and should state, where applicable, the relation to and effect on other regulations.

—State
Procedural
System.

The procedural system should be established along functional lines and releases usually should not cover a number of unrelated subjects.

—Functional
Basis

Supplementation to 4.1.048		Wisconsin WPA		TIMEKEEPING • 4.1.049	
				NG TO	
				the project Supervisor, of the Director, in this State, are based upon the rules and regulations of the Compensation Commission, the Government Compensation laws enacted for	
				Functions, to be performed by the following:	
				1. Investigating the cause of injury was incurred in the project.	
				2. Authorizing necessary treatment has developed a reasonable doubt as to the performance of duty, is the result of such medical treatment by	
				3. Advising the injured employee may be entitled.	
				4. Assisting the injured employee for the submission of reports of	
				5. Promptly preparing reports of accidents and injuries.	
				6. Where the project is following up all reports, and endorsing Form S-69) before certifying that the injured person. When a complete report is	
				7. Maintaining a sufficient file of active cases.	
				The first copy (white) of the project superintended prompt attention may be given to the Compensation Commission, that WPA Form 351 be referred to the State	
				Special Bulletin, WPA States Employees' Compensation concerning compensation shall be referred to the State	
				Compensation Benefits WPA nonadministrative management of duty are entitled	
				Employees in the performance of duty are entitled	
				Responsibility for Injury Compensation Field Reporting.	
				Special Functions of Timekeepers.	
				Investigation.	
				Authorizing Medical Treatment.	
				Treatment in the project.	
				to which he	
				Advising Injured Employee.	
				Assisting Employees in Reporting.	
				Preparing Reports.	
				Following Up Medical Cases.	
				Compensation Officer, referred to the	
				securing	
				attention	
				Maintaining Records.	
				Reviewing WPA Form 351.	
				per so that regulations Superior's check to see	
				by the United States Employees' Compensation Commission shall be referred to the State	
				Maintenance of Confidential Nature of Reports.	
				Employees in the performance of duty are entitled	
				Compensation Benefits Available.	

—Periodic Listing.

The State Administrator shall arrange to issue periodically a listing of State releases showing the active or inactive status of each and indicating the cause for the inactive status.

State Procedures To Be Forwarded to Central Office.

State Administrators and Field Finance Officers shall send to the Director of Procedures, Division of Management, Washington, D. C., one copy of all formal State and Field Finance Officers' instructions as they are issued. These shall include all bulletins, procedures, general memoranda affecting procedures, orders, manuals, all technical instructions, pamphlets (including bibliographies), all local forms, and forms provided in Central Office procedures which are reproduced in the States. All forms should be identified in some manner with the instructions relating to their preparation and use. This is for the purpose of maintaining in the Central Office a complete procedural library of all regulations in effect in each State for reference of the Deputy Commissioner and other officials.

PART III. ADMINISTRATIVE BUDGETS AND ALLOTMENTS OF FUNDS

The Emergency Relief Appropriation Act establishes a limitation on the amount which may be obligated for administrative expenses of the Work Projects Administration. Within the total limitation the Act further establishes sub-limitations on the amounts which may be obligated for Personal Services, Travel, Communications, and Printing and Binding. The remaining categories of expense classified collectively as "Other" are limited to the extent of the limitation on total obligations. It is necessary, therefore, to control obligations for administrative expenses by a budget system which provides for each category separately.

Limitations on
Administrative
Expenses.

Control of Administrative Expenses

It shall be the responsibility of the State Administrators and Field Finance Officers to see that expenses are kept within the amounts budgeted for each State Administration and Field Finance Office for administrative purposes. To this end it is provided that each State Director of Finance and Control and each Field Finance Officer shall establish and maintain a plan of budgetary control for each category of expense, whereby encumbrances and obligations may be limited to the current month's estimate of budgetary requirements for the State as approved by the State Administrator and for the Field Finance Office as approved by the Assistant Commissioner in charge of Finance and Control.

By the use of these budgetary controls the State Administrators and Field Finance Officers will be able to operate their offices at maximum efficiency within the fund approved for administrative expenses and also furnish information required by the Central Office.

—Purpose and
Use of
Budgetary
Control.

A plan of budgetary control shall be used to:

1. Control the development of administrative organization on a sound basis.
2. Provide data for studies and analyses to be used in developing improved standards and methods of operation.
3. Control by objective classification administrative expenses of each division or office in terms of previously submitted estimates.
4. Provide data to determine encumbrances and obligations to be established for each objective classification at the beginning of the month.
5. Provide data for analyses of administrative requirements for use in the preparation of the monthly *Report of Administrative Expenses and Budgets*, WPA Form 261.

The plan of budgetary control shall cover the five major categories of expense and include the following basic information.

Personal Services.—Administrative personal services shall be controlled by the prior budgetary approval of all positions based upon a review of the work responsibilities and proposed compensation grades and salaries for these positions. The maintenance of functional and structural organization charts, supplemented by card records concerning each position in approved budget status, will provide basic data for the budgetary analyses of positions as well as permit constant review of organizational development.

—Personal
Services.

Travel.—The control of administrative expenses for travel authorized in accordance with the provisions of pages 1.6.001-1.6.022 shall be based on an analysis by divisions and offices of the requirements for individuals who are to be in travel status during the month. It shall provide for a redistribution of budgets among divisions and offices during the month, based upon later estimates of travel requirement as set forth below.

—Travel.

The following instructions shall govern the recording of transactions in connection with administrative travel:

1. The State Director of Finance and Control shall maintain a monthly list of all persons authorized to travel at administrative expense, including the amount each traveler is authorized to use. This list shall be supplemented as special travel authorizations are issued. The list shall be used for checking the estimated travel costs as submitted by each division and/or office and the actual travel costs as shown on the *Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel*, Standard Form 1012, when submitted to the State office for approval.
2. Separate blanket encumbrances and obligations shall be established for travel expenses reimbursable to travelers and those payable to common carriers in accordance with the procedure prescribed on pages 4.5.015-4.5.016. The required encumbrances and obligations shall be determined by an appraisal of allotments to individual travelers.
3. Each State division and/or office shall notify the State Director of Finance and Control between the 20th and 25th of each month of its revised budgetary travel requirements for reimbursable items, common carriers, and in total. The revised budget requests submitted by these offices shall be compiled from information received on franked postal cards from each authorized traveler. The revised budgetary request shall be accompanied by the cards from which they were prepared. The State Director of Finance and Control shall check the cards against the list of persons authorized to travel and shall prepare such analyses of the revised budget requests as the State Administrator may require to make the necessary adjustments in budgets among divisions and/or offices. The State Director of Finance and Control shall then notify the Field Finance

FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION MONTHLY REPORT OF TRAVEL			
State Office			
District No. _____	Location _____	Division of _____	
	Reimbursable to traveler	Common carrier	Total
Actual travel cost 1st to _____, inclusive			
Estimated travel cost Reporting date through end of month			
Total			
Month of _____	Name _____		
	Signature _____		
	Title _____		

(Front)

Penalty for private use to avoid payment of postage, \$300	
Work Projects Administration (office address)	
Official business Travel report	

(Back)

Officer of appropriate adjustments to be made in the encumbrances and obligations set up for travel at the beginning of the current month. These adjustments must be made prior to the close of the current month.

4. Standard Form 1012 or statements that no travel was performed during the month shall be prepared by each authorized traveler and submitted to the State Administrator or appropriate division director on or before the 15th of the succeeding month. Upon approval the travel vouchers and the notices that no travel was performed shall be routed to the State Director of Finance and Control for checking against the list of authorized travelers and for transmission of the vouchers to the Field Finance Office together with a statement concerning (1) the authorized travelers who performed no travel during the month, and (2) encumbrances and obligations to be maintained to cover travel for which vouchers were not submitted on time. Encumbrances and obligations to cover travel will be adjusted in accordance with the travel vouchers submitted and the statement from the State Director of Finance and Control.
5. On or before the 10th of each month the Field Finance Office shall furnish the State Director of Finance and Control with copies of the abstract of unliquidated encumbrances as of the close of the preceding month for reimbursable and non-reimbursable travel.

Communications.—Expenses for administrative communications as defined on pages 1.6.023-1.6.037 shall be controlled by analysis of the need for and use of such facilities by each division or office. Monthly requests or estimates from each division or office shall be compared with statements of expenses for previous months.

— —Communications.

Printing and Binding.—The control of administrative expenses for printing and binding as described on page 1.6.039 shall be based upon prior analysis of the requirements for such service in each division or office. Requests for allotments of administrative funds for this purpose shall be submitted to the Director of Management in the Central Office in the manner set forth on page 1.4.031.

— —Printing and Binding

Other Nonpersonal Items.—The control of expenses for other nonpersonal items as set forth on pages 1.6.047-1.6.055 shall be based upon analyses of the need for and use of these items by each division and/or office and upon inventories of supplies, materials, and equipment. Monthly requests or estimates from each division and/or office shall be compared with statements of expenses during previous months.

— —Other Nonpersonal Items.

In making analyses of requirements involving recurring charges, care should be taken that such items are considered only for the period in which they will occur.

— —Recurring Charges.

The purchase of equipment not requiring the prior approval of the Central Office shall be controlled in the same manner as the remaining nonpersonal items. When the equipment to be purchased requires the prior approval of the Central Office, requests for allotment of administrative funds shall be submitted to the Director of Management in the Central Office in the manner set forth on page 1.4.031.

— —Equipment.

Transportation of Household Goods and Personal Effects.—Administrative expenses for the transportation of household goods and personal effects of appointive employees upon their transfer from one official station to another for permanent duty shall be included in the regular budget for "Other" wherever possible. In instances involving transfer of a number of employees, such

— —Transportation of Household Goods and Personal Effects.

as may occur from the consolidation or change in location of offices, additional allotment may be provided upon request to the Director of Management in the Central Office. Requests for supplementary allotment in such instances shall be prepared in accordance with the provisions of page 1.4.031 and shall accompany the request for order of authorization for transfer and the transportation of household goods and personal effects.

Revised Jan. 25, 1943

Report of Administrative Expenses and Budgets, WPA Form 261

The Report of Administrative Expenses and Budgets, WPA Form 261, shall be prepared from a summary of the budgetary controls as described on pages 1.4.023-1.4.025. The form shall be prepared in duplicate and the original submitted to the Director of Management in the Central Office on or before the 20th of the current month.

WPA Form 261.

— Submission.

The form provides for a statement of employment and obligations by categories for the past month, distribution of budgets for the current and ensuing months, and the proposed budgets for the ensuing quarter.

— Items to be Included.

WPA Form 261
Revised 12-1-42

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

REPORT OF ADMINISTRATIVE EXPENSES AND BUDGETS (State or Field Finance Office)

Line No.	Items	Past month			Current month's			Ensuing month's		Proposed budgets	
		Date ¹			Budgets			Budgets		For ensuing quarter	
		Number positions	Amount		Number positions	Amount		Number positions	Amount	Number positions	Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
	Personal Services in:										
1	Office of the State Administrator										
2	Engineering and Construction										
3	Service Projects										
4	Training and Reemployment										
5	Finance and Control										
6	Employment										
7	Supply										
8	Reimbursable Loans										
9	Total—budgeted positions										
10	Other personal services charges	X X X	X X X		X X X	X X X		X X X		X X X	
11	Unallocated budget	X X X	X X X	X X X X	X X X	X X X		X X X		X X X	
12	Final leave		X X X			X X X					
13	Total—Personal services		X X X			X X X					
	Travel in:										
14	Office of the State Administrator		X X X	X X X X		X X X					
15	Engineering and Construction		X X X	X X X X		X X X					
16	Service Projects		X X X	X X X X		X X X					
17	Training and Reemployment		X X X	X X X X		X X X					
18	Finance and Control		X X X	X X X X		X X X					
19	Employment		X X X	X X X X		X X X					
20	Supply		X X X	X X X X		X X X					
21	Reimbursable Loans		X X X	X X X X		X X X					
22	Total—Travel		X X X			X X X					
23	Communications	X X X	X X X		X X X	X X X		X X X		X X X	
24	Printing and Binding	X X X	X X X		X X X	X X X		X X X		X X X	X X X X
	"Other":										
25	Supplies and materials	X X X	X X X		X X X	X X X		X X X		X X X	
26	Transportation of things	X X X	X X X		X X X	X X X		X X X		X X X	
27	Rent of buildings	X X X	X X X		X X X	X X X		X X X		X X X	
28	Rent of equipment	X X X	X X X		X X X	X X X		X X X		X X X	
29	Heat, light, power, etc.	X X X	X X X		X X X	X X X		X X X		X X X	
30	Repairs and alterations	X X X	X X X		X X X	X X X		X X X		X X X	
31	Other contractual services	X X X	X X X		X X X	X X X		X X X		X X X	
32	Equipment purchases	X X X	X X X		X X X	X X X		X X X		X X X	
33	Total—"Other"	X X X	X X X		X X X	X X X		X X X		X X X	
34	Grand total	X X X	X X X		X X X	X X X		X X X		X X X	

¹See instructions for proper preparation.

Submitted _____, 194 _____ (Signed) _____ (State Administrator or Field Finance Officer)

- Preparation. Instructions for filling in the columns of WPA Form 261 are as follows:
- Columnar.
- Column 1.*—All lines. Contains line numbers.
- Column 2.*—All lines. Contains items.
- Column 3.*—Lines 1 through 8—Past Month Data, Active Positions—Enter the number of employees in active duty status on the last day of the month as reported on WPA Form 178.
- Column 3.*—Line 12—Past Month Data, Active Positions—Enter the number of persons in final leave status during the month.
- Column 3.*—Lines 14 through 21—Past Month Data, Active Positions—Enter the number of employees who traveled during the month.
- Column 4.*—Lines 1 through 8—Past Month Data, Vacant Positions—Enter the number of budgeted positions not actively filled on the last day of the month. The entries shall be determined by subtracting the number of active positions reported under column 3, lines 1 through 8, from the total number of positions budgeted on that day.
- Column 5.*—Lines 1 through 8—Past Month Data, Amount—Enter salary payments to employees in active duty status on the last day of the month as reported on WPA Form 178.
- Column 5.*—Line 10—Past Month Data, Amount—Enter the labor portion of Supply Section charges for services to the Administration and any other labor charges not otherwise accounted for herein.
- Column 5.*—Line 12—Past Month Data, Amount—Enter salary payments to persons reported under column 3 in line 12 as being in final leave status during the month.
- Column 5.*—Lines 22 through 32—Past Month Data, Amount—Enter net obligations for the month as reported on WPA Forms 717 and 717a.
- Column 6.*—Lines 1 through 8—Current Month's Budgets, Active Positions—Enter the anticipated number of budgeted positions to be actively filled during the month.
- Column 6.*—Line 12—Current Month's Budgets, Active Positions—Enter an estimate of the number of persons who will be in final leave status during the month.
- Column 6.*—Lines 14 through 21—Current Month's Budgets, Active Positions—Enter the estimated number of employees who will travel during the month.
- Column 7.*—Lines 1 through 8—Current Month's Budgets, Vacant Positions—Enter the anticipated number of budgeted positions not to be actively filled. These entries shall be determined by subtracting the number of active positions reported under column 6 in lines 1 through 8 from the total number of positions budgeted.
- Column 8.*—Lines 1 through 8—Current Month's Budgets, Amount—Enter amounts budgeted for salaries of all positions reported under columns 6 and 7 in lines 1 through 8.
- Column 8.*—Line 10—Current Month's Budgets, Amount—Enter amount budgeted for the labor portion of Supply Section charges for services to the Administration and any other labor charges not otherwise accounted for herein.
- Column 8.*—Line 11—Current Month's Budgets, Amount—Enter amount budgeted as reserve for emergency needs, salary increases by virtue of reclassification or administrative action, etc.
- Column 8.*—Line 12—Current Month's Budgets, Amount—Enter amount budgeted for salary payments to persons reported under column 6 in line 12 as being in final leave status.
- Column 8.*—Lines 14 through 32—Current Month's Budgets, Amount—Enter amounts budgeted for each object of expense during the month, indicating the distribution of "Travel" by divisions.
- Column 9.*—Lines 1 through 8—Ensuing Month's Budgets, Number Positions—Enter estimate of the number of positions, vacant or filled, that will be carried in approved budget status during the month.
- Column 9.*—Line 12—Ensuing Month's Budgets, Number Positions—Enter an estimate of the number of persons who will be in final leave status during the month.
- Column 9.*—Lines 14 through 21—Ensuing Month's Budgets, Number Positions—Enter the estimated number of employees who will travel during the month.
- Column 10.*—Lines 1 through 8—Ensuing Month's Budgets, Amount—Enter amounts budgeted for salaries of all positions reported under column 9 in lines 1 through 8.
- Column 10.*—Line 10—Ensuing Month's Budgets, Amount—Enter amount budgeted for the labor portion of Supply Section charges for services to the Administration and any other labor charges not otherwise accounted for herein.

Column 10.—Line 11—Ensuing Month's Budgets, Amount—Enter amount budgeted as reserve for emergency needs, salary increases by virtue of reclassification or administrative action, etc.

Column 10.—Line 12—Ensuing Month's Budgets, Amount—Enter amount budgeted for salary payments to persons reported under column 9 in line 12 as being in final leave status.

Column 10.—Lines 14 through 32—Ensuing Month's Budgets, Amount—Enter amounts budgeted for each object of expense during the month, indicating distribution of "Travel" by divisions.

Columns 11 and 12.—All lines—Proposed Budgets for Ensuing Quarter—Enter proposed budgets for new quarter, following the principles outlined in the preparation of data for "Ensuing Month's Budgets." This section should be filled out by the State or Field Finance Office to cover the periods July-September, October-December, January-March, and April-June.

Revised Jan. 25, 1943

Allotments of Administrative Funds

Allotments of
Administrative
Funds.

Allotments of administrative funds by categories to cover the operation of State Administrative Offices and Field Finance Offices are approved by the Director of Management in the Central Office on a quarterly basis. These allotments are made on a cumulative basis and are in addition to unobligated balances remaining in administrative accounts. The amount to be allotted for each category of expense is based upon the budgets set out on the *Report of Administrative Expenses and Budgets*, WPA Form 261, and the following factors:

1. Availability of administrative funds for operation during subsequent months of the fiscal year.
2. Efficiency of administrative operation as demonstrated by comparative reports of employment and obligations.
3. Rate of administrative obligation in past months as indicated by the *Administrative Expense Report—Budget and Funds*, WPA Form 717.

—Notification
of Allotment.

Notification of allotments will be given by means of *Advice of Field Office Allotments (Administrative Expenses)*, WPA Form A-2f.

Federal Works Agency WPA Form A-2f		No. _____ Date _____
ADVICE OF FIELD OFFICE ALLOTMENTS (ADMINISTRATIVE EXPENSES)		
TO: The State Administrator The Field Finance Officer Work Projects Administration _____	Transaction No. _____	
Please be advised that your administrative allotment for _____ has been _____ as follows:		
<i>Limitation—Appropriation and Suffice</i>		<i>Allotment</i>
Title	No.	
Personal Services	—11	\$ _____
Communications	—12	_____
Travel	—13	_____
Printing and Binding	—14	_____
Other	—15	_____
Total		_____
Remarks:		
		Signed _____ Title _____

Revised Jan. 25, 1943

Requests for Supplemental Administrative Allotment

Administrative funds for printing and binding or the purchase of equipment requiring the prior approval of the Central Office shall be requested as supplemental allotments prepared in accordance with the specimen form outlined below. The form shall accompany other information required by the Central Office as set forth on pages 1.6.042 and 1.6.053.

Request for
Supplemental
Allotment.
—Submission.

This form shall also be used to request supplemental allotments in other categories in the event of an emergency arising after the submission of the regular budgets for the quarter of WPA Form 261.

—Use.

Requests for supplemental allotments shall be prepared in the same number of copies and routed in the same manner as WPA Form 261. The form shall be filled in as follows:

—Preparation.

Objective classification.—Indicate whether the supplemental allotment is requested for personal Services, Travel, Communications, Printing and Binding, or Other nonpersonal items. If for "Other", indicate the objective classification of "Other" for which allotment is requested.

Justification.—It is necessary that a complete and detailed justification be given for the supplemental allotment.

Amount.—Enter the amount requested for each category of expense.

Signature.—A line shall be provided for the appropriate signature.

(Specimen Form)

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

Request for Supplemental Administrative Allotment

Approval of the following supplemental administrative allotment is hereby requested:

Objective Classification

Amount

Justification:

State or Field Finance Office

Submitted _____, 19____

State Administrator
or Field Finance Officer

Revised Jan. 25, 1943

PART IV. GENERAL REGULATIONS FOR THE CARE AND PRESERVATION OF WPA RECORDS

The State Work Projects Administrators are responsible for proper care and custody of Federal records compiled in the course of operation of the WPA program.

Care of WPA
Records.
— State
Responsibility.

The following procedures are provided to assist the several States in meeting effectively and uniformly the current record needs of the Administration and to discharge all responsibilities in connection with Federal records in the manner prescribed by law.

Each State Administrator shall have on his staff a State Records Officer (formerly record custodian) whomay also have other duties. The State Records Officer shall be attached to the State administrative office. Specific responsibilities of the State Records Officer are—

— Records
Officer.

1. In cooperation with representatives of the divisions concerned, to develop a coordinated and orderly system of centralized and divisional files.
2. Assist the several divisions in reviewing their files and establishing a suitable system of record retirement.
3. Process inactive files and eliminate nonessential papers and obtain proper authorization for disposition.
4. Arrange and microfilm important inactive records as noted below and make available for convenient reference such of the inactive data as may be required.
5. Augment the general record procedures prescribed herein with interpretations and specific instructions to meet individual State record needs.

— — Responsi-
bilities.

The State Records Officer also shall be responsible for the preserving, processing, microfilming, and disposing of CWA records and, in addition, FERA records in the States where the FERA program was administered as a Federal undertaking.

In carrying out the above functions, the State Records Officer shall work with a representative from each division in the establishment of a coordinated system of active and inactive files. Sufficient divisional authority should be delegated each representative to discuss authoritatively and to decide, with the State Records Officer, problems pertaining to record maintenance and disposition.

Records originated subsequent to June 30, 1940, shall be properly retired and preserved, in accordance with prescribed regulations (see pages 1.4.035 and 1.4.054), the cost of the operation to be charged to administrative expense.

— Records
Subsequent to
June 30, 1940.

Where warranted by the work necessary to arrange and microfilm the accumulation of inactive records for the period from November 1933 through June 30, 1940, the State Work Projects Administration shall set up a State-wide records project with the National Archives as sponsor.

— Records
Project.

It is advisable that such records project also shall include authorization for the arranging and microfilming of CWA records and of FERA records in those States where the FERA program was administered as a Federal undertaking.

— — CWA
and FERA
Records.

The application for the records project shall be submitted for approval in the usual manner. The necessary clearance with the Archivist of the United States will be obtained by the central office.

— — Sub-
mission of
Application.

The Director of the Records Section, Division of Administration, in the central office, acting through State Records Officers, has been designated

— — Respon-
sibilities.

by the Archivist of the United States as his representative in connection with the sponsorship of these projects. The drawing up of plans and specifications for the work, the storage or disposal of processed records, and the proper care and use of processed film are the responsibility of the State Records Officer. The actual prosecution of the work on the project, in accordance with the approved plans and specifications, is the responsibility of the Division of Community Service Programs.

— — — State
Records
Officer.

Specifically the State Records Officer shall be responsible for the following:

1. In cooperation with the divisions concerned, the review of divisional files and the determination of records that are to be processed, including records to be preserved, microfilmed, or destroyed without microfilming.
2. The method of processing such records, including procedures to be followed in microfilming, the order of filing records, the order of microfilming records, and the preparation of suitable indexes.
3. The arrangement of storage space for and proper use of processed records and film which are to be preserved.
4. Arrangements for the disposal of filmed or other useless records.
5. Inspection of and advice on project operations to determine that work is being carried out in accordance with the approved plan and that the quality of work is sufficient to permit adequate use of records or film to be preserved and to meet the requirements of the Archivist of the United States with reference to the disposition of useless records.

All communications to the central office with regard to the above responsibilities of the State Administrative Section shall be directed to the Assistant Commissioner, Division of Administration.

— — — State
Division of
Community
Service
Programs.

The State Division of Community Service Programs specifically shall be responsible for—

1. The housing of project activities.
2. The staffing of projects in accordance with existing regulations.
3. The actual operation of the project in accordance with the approved plans.
4. Supplying to the State Records Officer suitable progress reports and information regarding the operation and accomplishments of the projects.

All communications to the central office with regard to the above responsibilities of the State Division of Community Service Programs shall be directed to the Assistant Commissioner, Division of Community Service Programs.

— — — Photo-
graphic
Equipment
and Film.

Requests for photographic equipment and film shall be submitted to the central office in accordance with established procedure for the approval of the Divisions of Administration and Community Service Programs.

Record Files To Be Maintained by State Work Projects Administration

The records of each State Work Projects Administration shall be segregated in active, intermediate, and inactive files. This system of files is designed to provide for (1) the maintenance in active files of records required in the transaction of current business, (2) the temporary maintenance in intermediate files of records in the process of transition from active to inactive status, and (3) the maintenance of all important inactive record files on microfilm.

Segregation
of WPA Files.

Instructions relating to the operation and maintenance of these files are set forth below. These instructions are necessarily concerned with the usual types of records accumulating in the routine of State or district WPA offices and provide for (1) a complete review of active files at the beginning of each fiscal year (July 1) with the objective of removing inactive records, (2) an analysis of the intermediate files on January 1 of each year, (3) the micro-filming of important inactive records, and (4) the arranging for disposition of useless file material.

—Time of
Segregation
and Transfer.

It is not the intent of these instructions to prohibit the transfer of records from active files to intermediate or inactive files at other than the periods specified. Where current work may be benefited, records which may be readily identified as to status due to changes in program or other reasons may be transferred at any time to the appropriate file based on local decision; otherwise, the standard record schedule noted shall be followed.

Active Files.—Active files normally shall contain all records originating during the current fiscal year and the last half of the preceding fiscal year, plus such other records as are required in the transaction of current business. Any posting to a file record during the current fiscal year or latter half of the preceding fiscal year may be interpreted as continuing the record in active status. Inactive records necessary to support active records in the same folder also may be considered as active records.

—Active Files.
— —Definition.

Active files shall be reviewed immediately after the beginning of each fiscal year, and with certain exceptions stated below all records therein originating prior to the last half of the preceding fiscal year which are not required for current business, or considered active as defined above, shall be transferred to the intermediate files.

— —Time of
Review.

Intermediate Files.—All records removed from active files shall be maintained intact in intermediate files for 6 months or until January 1 of the following year. The intermediate files shall be analyzed as of January 1 of each year, and records which have remained in such files continuously for 6 months or longer shall be removed to the inactive files.

—Intermediate
Files.
— —Time of
Review.

Records in the intermediate file may be maintained temporarily at the site of the active file from which they were withdrawn, since there may be some movement back to the active file in the case of occasional reopened or renewed record activity, but normally all intermediate files shall be centralized as to location (but not consolidated) and may be placed under the immediate jurisdiction of the State Records Officer. Intermediate files shall be properly identified and shall carry an index of contents to facilitate subsequent reference.

— —Location.

Inactive Files.—Unless specifically exempted as outlined below, all inactive files of the Work Projects Administration, whether from State or district offices, shall be centralized in or near the State office where the State Records Officer shall supervise the consolidation and maintenance of such files. However, under the direction of the State Records Officer every effort

—Inactive Files.
— —Location.

shall be made to eliminate from the files of the district or other field offices duplicate, surplus, or other nonessential records before forwarding to the State office for consideration.

— —Two Types. Separate inactive files shall be established—

— — —To Be
Microfilmed.

1. For important records which are to be microfilmed or which are to be maintained in their original form pending decision as to their final disposition.

— — —Not To
Be Microfilmed.

2. For records which are to be disposed of without microfilming; i.e., useless records and extra copies of records the originals of which are to be microfilmed. Such records shall be listed for disposition in accordance with procedure prescribed herein.

— —Approval
for Disposition.

It is emphasized, however, that no Federal records shall be alienated or destroyed, except upon authority obtained through the Archivist of the United States as outlined in part V of this chapter.

The processing and microfilming of the fiscal year's accumulation of inactive papers should normally progress during the 6-month period from January 1 to July 1 so that on the latter date filing cabinets may be released to receive the new accumulation of records that result from the annual reduction of active files at the beginning of each fiscal year.

Revised Oct. 15, 1941

Preservation of Administrative Office Records

Instructions relating to the preservation of administrative office records are set forth below.

Preservation
of Administra-
tive Office
Records.

Executive Files.—Records included in the executive files which should be preserved are as follows:

—Executive
Files.

1. *General.*—Correspondence of a policy-making nature or of continuing importance either because of source or content; special reports, statements, summaries, and analyses giving an unusually clear picture of the program in operation; or other nonroutine material dealing with special problems having a definite effect on the program which are not incorporated into prescribed procedures and not elsewhere available shall be considered the important documents from these files.

— —General
File.

These files are not voluminous and items described above will not normally appear in the inactive file. Where it is not desired to retain these records in the active file, they may be microfilmed on a fiscal-year basis. Within each fiscal year the existing file arrangement may be followed.

Routine inactive material from these files, such as transmittal letters, extra carbons, mimeographed material or copies of data elsewhere available, circulars, correspondence, and memoranda concerning routine matters, need not be filmed.

2. *Procedural.*—A complete numerical serial or chronological file of State operating instructions or general procedure letters (other than those originating in the central office) which are mimeographed or reproduced for distribution either to local offices or to division heads within the State office shall be preserved on microfilm by fiscal year regardless of the active or inactive status of the various releases. This will permit immediate discarding of other copies of this material no matter where appearing in the inactive files.

— —Procedural
File.

Nonprocedural material and items of noncontinuing importance, such as announcements or holiday notices and similar routine material, do not come within the scope of this paragraph and need not be preserved or filmed.

3. *Legal Records.*—Records included in this category which may be found in the administrative file are as follows:

— —Legal
Records.

- (a) Reports and records concerning alleged fraud or violation of criminal law or administrative regulations, which have been forwarded to the States by the WPA Division of Investigation.
- (b) Other reports or records pertaining to administrative investigations other than the above.
- (c) Records and files concerned with suits or legal action other than fraud, personal injury, or property damage. Records of these items will appear in the files of the Compensation Section.

— — —Divi-
sion of In-
vestigation
Material.

— — —Local
Inquiries.

— — —Other
Legal Action.

The above files are not voluminous and shall be retained in the active files until specific instructions are received regarding eventual disposition from the WPA General Counsel in Washington.

- State Statistician's Files. **State Statistician's Files.**—Records included in the files of the Statistics Section which should be preserved are as follows:
- —Types of Records. 1. Recurring and special reports prepared in accordance with instructions issued by the central office.
2. Reports and analyses prepared at the request of the Regional Statistician for the use of the Regional Director's office.
3. Special reports, summaries, or analyses prepared for the use of the State Administrator and the various operating divisions of the State Administration.
- —Handling of Files. A complete file of items 1-3 shall be preserved on microfilm by fiscal year, by type, and chronologically within each type regardless of the active or inactive status of the reports. This will permit immediate discarding of other copies of the material no matter where appearing in the inactive files.
- A complete file of pay rolls covering projects operated by Federal agencies with funds transferred from the Work Projects Administration shall be retained in the active files of the State Statistician.
- Source data and other material from the State Statistician's files upon becoming inactive need not be preserved or filmed and accordingly may be discarded with the exception of WPA Forms 709, 375, and the Division of Professional and Service Projects 380 series. While the final copies of each of these documents will be preserved and filmed as part of the project folder in the Project and Planning files of the Divisions of Operations and Professional and Service Projects, the State Statistician will need to preserve his copies of these reports as part of his active file until specific permission to discard them is received from the Division of Statistics in the central office. When these particular documents are approved for release from the active files, they may be discarded immediately since the Divisions of Operations and Professional and Service Projects copies will be permanently preserved on film.
- Office Service Section Files. **Office Service Section Files.**—Since copies of important financial Office Service Section records no longer of current interest will be preserved in the finance file, inactive papers from this file need not be preserved.
- Personnel Section Files. **Personnel Section Files.**—There are two important files maintained by this office.
- —Card File. 1. Card file arranged in straight alphabetical order covering each WPA administrative employee, past and present. This card usually contains summary reference data such as salary grade, date employed, termination, etc. This card file is to be maintained currently in the active file and not released to the inactive file.
- —Personnel Folders. 2. The second important file consists of the individual personnel folders. Folders covering administrative persons no longer employed usually include a copy of the job application, citizenship statement, letter of appointment or other assignment document, oath of office, records pertaining to job description, salary grade, changes in salary grade, disciplinary or other special action taken, supervisor's statements, individual earnings records, and termination or resignation notice.
- The personnel folders on becoming inactive shall be arranged in straight alphabetical order for the entire State and filmed in this order.

In addition to the above, there usually appear in the files of the Personnel Section, records pertaining to staff functions. Inactive records from this file which are deemed important and shall be preserved and filmed are organization charts covering specific periods of operation, functional analysis charts, standard salary scales, copies of any special studies, reports of analyses prepared which are no longer of current interest but which help to interpret State personnel policies, and allied organizational records or summaries of staff reorganizations. File order will need to follow current practice in each State. The material contained in the employee folders is listed on page 1.5.080 under item 4. This material shall be microfilmed.

— —Staff
Function
Charts.

It is not necessary to preserve personnel applications or other records covering persons who were never employed on the program after such records are released from the active file.

— —Material
Not To Be
Preserved.

Information Section Files.—It is not felt that any inactive material from these files need be retained since such material if of importance or of continuing interest will appear and be preserved in the State Administrator's file.

— —Informa-
tion Section
Files.

Preservation of Division of Operations Records

Preservation of Division of Operations Records. Instructions relating to the preservation of inactive records of the Division of Operations are set forth as follows:

—Executive Section Files. **Executive Section Files.**—The instructions set forth on page 1.4.037 with respect to the State Administrator's files also shall apply to the executive files of the Division of Operations.

—Planning and Control Section Files. **Planning and Control Section Files.**—There are two necessary files maintained in this section.

—Card-Reference File. 1. A card-reference file containing summary reference data concerning approved active and inactive projects and supplements, including date approved and termination date. This is usually maintained in straight numerical order by O. P. number. This file should be preserved and maintained in the active file and not released to the inactive file.

—Project Folders. 2. A file consisting of the project folders. These folders in the inactive files usually contain copies of the completed project proposal and application; WPA Forms 301 and 306 with appropriate plans and approved changes; copies of any required easements or rights-of-way; all WPA Forms 701 and related documents; final accomplishment and completion reports; WPA Forms 709, 375, and 380 series as applying to the Division of Professional and Service Projects; copies of contracts or agreements; documented working procedures or schedules of activity; schedules of hours or earnings; exemption authorities; or other significant project data of permanent importance to the particular project. Project folders in the inactive file are to be placed in one State-wide file in numerical order by official project number and by W. P. number under each O. P. number and filmed in this order. Other inactive material from these files including routine weekly or recurring progress reports or similar routine material of no continuing interest need not be retained.

For special provisions with respect to files covering projects operated by the Division of Professional and Service Projects, see pages 1.4.042-1.4.043.

—Construction Section Files. **Construction Section Files.**—The files in this category usually consist of copies of regular weekly or other recurring reports prepared by engineering inspectors covering the operation of the various projects. It will not be necessary to preserve inactive material from these files except as follows:

1. Where these reports are of more than routine interest and deal with an unusual specific occurrence or problem pertaining to one project, a copy of this report shall be filed in the project folder described above and preserved therein.
2. Where a situation has arisen in any locality not specifically confined to one project and is made the subject of an engineer's inspection report resulting in administrative action, the more important of these reports will usually be found in the executive file and shall be preserved as part of that file.

—Safety Section Files. **Safety Section Files.**—The files in this section which are to be preserved are as follows:

1. Inspection reports covering property occupied, leased, or owned by the Work Projects Administration or provided for WPA use. Upon becoming inactive these reports shall be filmed by fiscal year. File order within fiscal year will be in accordance with current file practice.

2. Reports of accidents which result in disabling injuries or fatalities shall be kept in active files for a minimum of 18 months and minor accidents for a minimum of 12 months. Thereafter these records may be discarded without filming.

No other active material from these files need be retained.

Equipment and Supply Files.—It will not be necessary in general to retain any records appearing in the inactive files of this section. Specific reports and important financial data on supply fund operations will appear in the records of the Division of Finance and will be preserved there.

—Equipment
and Supply
Files.

Preservation of Records of the Division of Professional and Service Projects

Preservation
of Records of
Division of
Professional
and Service
Projects.
—Executive
Files.

Instructions relating to the preservation of records of the Division of Professional and Service Projects are as follows:

Executive Files.—The executive files of the Division of Professional and Service Projects are usually set up in four main categories covering (1) welfare projects activities, (2) community service projects activities, (3) research and records projects activities, and (4) general administrative correspondence and other material not specifically assignable to any of the three above-mentioned subdivisions. The instructions set forth on page 1.4.031 with respect to the State Administrator's files apply in the case of the general professional and service administrative file noted in (4) above.

— —Contents
of Files.

Important material in the executive files noted above in (1-3) covers correspondence, instruction manuals of procedure, technical data, and summary narrative statements regarding operation of the various specific programs but not specifically limited to particular projects. The more important of this material shall be preserved on film by fiscal year, by program, by specific type of activity within each program, and chronologically thereafter. No other material from these files need be retained.

—Project
Services Files.

Project Services Files.—The instructions set forth on page 1.4.040 with respect to the Planning and Control Section files of the Division of Operations also apply in the case of these files (see page 1.3.011).

— —Location.

In some States the project files referred to above, while serviced by the Division of Professional and Service Projects, are physically located in a general project file maintained by the Planning and Control Section, Division of Operations (see page 1.3.008). The physical location of these files may be determined in each State office according to convenience. However, the Division of Operations shall be responsible for the reduction of active files by eliminating inactive records of completed construction projects and the Division of Professional and Service Projects shall be responsible for the same procedure for projects under its jurisdiction. Upon being identified as inactive, these projects shall be filed together regardless of type in straight numerical order by official project number and preserved on film in this order.

— —Definition
of Completed
Projects.

Many of the projects in the professional and service field are of the "continuing" type. Completed projects, therefore, will be interpreted as meaning financially completed projects.

— —Contents
of Files.

Practically all important records of this division, other than the general administrative records discussed above under *Executive Files*, are specific project records. These are in two categories, (1) operating records referred to above as the Project Services files, and (2) records produced by and peculiar to the project itself, such as the products of research or survey projects. Project Services files covering projects of the Division of Professional and Service Projects will usually contain much greater documentation than projects of the Division of Operations and, in certain instances, will include records of project work.

— —Segrega-
tion of Files.

In some States it is the practice, particularly in the case of the Research and Records Projects Section (formerly State Coordinator's office) to duplicate the Project Services files and to maintain complete documentation, current correspondence, etc., in this additional file. In such cases it will be necessary in processing professional and service project papers to combine the two files, eliminate all duplicates and nonessential material, and preserve only the essential as outlined.

Since these Project Services files constitute one of the principal files of the Division of Community Service Programs, extreme care is necessary in processing to include all proper important materials. For the same reason careful supervision is required to avoid preservation of nonessential papers. The community service representative shall assist the State Records Officer in properly planning and providing detailed instructions for the processing of these files.

— — —Community Service Programs.

Record Products of Projects.—These fall into two categories:

1. Records compiled as a result of agreement with sponsor to publish or to assume custody of finished product. It is particularly noted that such materials do not constitute Federal records and consequently are not to be preserved or filmed by the Work Projects Administration. Disposition of such records is arranged in accordance with the provisions found elsewhere.⁵ However, all records in which the sponsor has no interest shall be treated as Federal records.
2. Records compiled by projects wherein the product becomes Federal property. In the latter class are the Writers' Projects and others wherein no sponsor custody or ownership is involved. Unpublished materials of the latter category upon becoming inactive are to be described, listed, and submitted to the Division of Community Service Programs in Washington for advice as to disposition. In some instances the State may be directed to include such material in the project folder to be micro-filmed as a part of that file but, in any event, disposition action is not to be initiated until clearance is obtained from the Washington office.

—Record Products of Projects.

— —Types.

There is a third category of WPA project records which will not concern the majority of State offices but is noted for informational purposes. These are both the administrative and product records of Federal projects resulting from a transfer of WPA funds to another Federal agency. Such records are the property of the particular Federal agency concerned and are not the responsibility of the Work Projects Administration.

— —Federal Agency Projects.

Special arrangements have been made to insure adequate preservation of Federal Theater Project records. All theater project records having to do with straight WPA administrative activities, such as the project application folder, assignment documents, earnings records, project registers, etc., are to be handled exactly as the records of any other project. Product records will be handled in accordance with instructions contained elsewhere.⁶

— —Federal Theater Projects.

⁵See appendix A, item 4-5.

⁶See appendix A, item 4-6.

Preservation of Records of the Division of Employment

Preservation of Division of Employment Records. Four general types of files maintained by the Division of Employment shall be preserved upon becoming inactive.

—Executive Files. **Executive Files.**—The instructions outlined on page 1.4.037 with respect to the State Administrator's files also shall apply to the executive files of the Division of Employment.

—Records of Earnings, Hours, Rates of Pay. **Records of Authorized Schedules of Earnings, Hours of Work, Rates of Pay, and Subsequent Changes in Authorization.**—One complete set of standard schedules of hourly rates of pay (prior to July 1, 1939), hours of work and monthly earnings, and subsequent changes in general schedules shall be preserved by fiscal year and arranged in straight numerical order within each fiscal year by Administrative order number. Attached to each such schedule should be the substantiating evidence that rates contained in such schedules are the prevailing rates in the community.

—Authorization for Exemption. **Authorization for exemption from certified status and monthly earnings requirements, WPA Forms 406, 407, and 408, shall be preserved.** In the majority of States these exemptions are filed in the particular project folder maintained by the operating division. If this is done, it will not be necessary to maintain a separate and additional file of exemption authorizations in the files of the Division of Employment.

—Assignment and Labor Relations Files. **Files of the Assignment and Labor Relations Section.**—The more important items in the files of the Assignment and Labor Relations Section regarding strikes or other labor disturbances concerning more than one person shall be preserved. Labor relations material of this general character shall be micro-filmed by fiscal year according to date of occurrence and thereafter arranged according to geographical location, counties or cities within counties, and chronologically within this geographic subdivision. Records pertaining to an individual case will appear in the case folder in the case-record file.

—Folder Files. **Folder Files.**—These files contain folders with records of persons who have been certified as eligible for employment, whether still certified or canceled.

The definition of *Active*, *Intermediate*, and *Inactive Files*, as given on page 1.4.035, may be in conflict with terminology and practices of the Division of Employment. Therefore, for the purpose of this procedure and to facilitate an orderly process for the retirement of records of this division, the following instructions shall apply.

—Segregation of Inactive Cases. **Review of Folder Files To Segregate Inactive Cases.**—The folder files should be reviewed each March, and cases upon which eligibility was canceled prior to July 1 of the previous fiscal year shall be removed and placed in an inactive file to be given to the State Records Officer, who will arrange for permanent preservation of these records.

—Intermediate File. **Establishment of Intermediate File.**—At the discretion of the State Division of Employment and the State Records Officer, an intermediate file may be established if it serves the purpose of a more orderly retirement of records. If it is decided to establish an intermediate file, this file should contain all canceled cases upon which there has been no contact in the last 12 months. The intermediate file may be established by placing the folders of such cases in the file after a review of the folder file, which may be made at any time during the year at the convenience of the District Division of Employment.

Active File.—The active file will contain records of all cases of persons whose eligibility is current and all cases whose eligibility has been canceled but which have not been canceled for a period of time sufficient to place them in the inactive file or the intermediate file.

—Active
File.

Microfilming of Inactive Records.

—Microfilming
of Inactive
Records.

1. Certification documents and other case-record material covering persons eligible but never assigned to a project shall, upon becoming inactive, be reviewed by a duly authorized employee of the Intake and Certification Section of the Division of Employment, and may or may not, upon the basis of that determination, be listed for disposition without filming. If it is determined that the record does not need to be filmed, the identifying information on the WPA Form 600 or its equivalent should be filmed with a notation that no assignment was made.
2. Folder files of persons whose eligibility has been canceled but who at some time were assigned shall, upon becoming inactive, be processed as follows: All important documents, such as referral forms from the approved referral agency; WPA Forms 600, 601, 602, and 605; citizenship affidavits; medical reports; correspondence concerning proof of veteran's status; reports of special investigations to establish eligibility; and WPA Form 418 and other documents relating to the person's work record, except WPA Forms 402, 403, and 404, shall be preserved and so arranged that the microfilmed record will present a chronological history of the basis of determination of need and employability.

Assignment, termination, and wage-classification documents, WPA Forms 402, 403, and 404, shall remain in the folder file but will not be microfilmed, provided a complete chronological record of the person's employment is reflected by these documents, which will be microfilmed from the files of the Division of Finance.

Individual Occupational Classification Record, WPA Form 144a, or equivalent shall be removed from the inactive case folders before such records are turned over to the State Records Officer for microfilming.

The inactive WPA Form 144a shall be maintained at its original source without filming and filed in alphabetical order by county.

- After case record folders have been microfilmed, the State Records Officer will forward to the district offices of the Division of Employment a list showing reel numbers and date case records were microfilmed. Such information will then be transcribed to the WPA Form 144a.

The WPA Form 144a will serve as a ready index of inactive case records which have been microfilmed.

If it becomes necessary under unusual circumstances for the District Employment Offices to have film records, arrangements can be made with the State Records Officer to supply duplicate film reels and suitable projectors.

Correspondence verifying statements as to employment shall not be filmed, but a notation shall be made on the appropriate employment records that verification was made.

No employment records other than those noted above need be retained or microfilmed as important records of the Division of Employment.

Preservation of Division of Finance Records

Preservation of Division of Finance Records. Instructions relating to the preservation of records of the Division of Finance are set forth in the following subsections.

—Executive Files. **Executive Files.**—The instructions set forth on page 1.4.037 with respect to the State Administrator's files shall apply to the executive files of the Division of Finance.

—Compensation Files. **Compensation Files.**—The files of the Compensation Section consist of case records. Each case is usually assigned a number and the case folder maintained in numerical order. In addition, each State compensation office usually maintains a cross-index card file arranged in alphabetical order. These cross-index card files shall be maintained in active status for all cases completed or active. In regard to the case folders, there are three general types of cases.

- Three Types of Cases.**
1. Cases involving a report of injury only; i.e., no medical service or compensation is involved and such cases are not reported to the U. S. Employees' Compensation Commission.
 2. Cases receiving medical service only; i.e., no compensation being involved. These cases are reported to the Commission.
 3. Cases receiving compensation. These are also reported to the Commission.

—Need for Preservation Since data are available to the U. S. Employees' Compensation Commission in cases noted in items 2 and 3 above, it will not be necessary to preserve any records thereon longer than 2 years after a case is closed except in those instances where in the judgment of the State Compensation Officer the records should be retained. However, no file shall be destroyed until it has been examined carefully to make certain that all original pertinent documents have been sent to the Commission and that there has been no activity of any nature with reference to the case for at least 2 years. A compensation case on which the Commission is paying an award shall not be considered closed until 2 years after the last payment has been made, or 2 years after the last activity on the file, whichever is longer. Whenever a file is destroyed, the State Compensation Officer shall make certain that he retains a record of the Commission's case file number. In regard to item 1 above, these records are not duplicated in the office of the Commission and since they constitute the only record of injury and may be the basis for subsequent claims, they shall be preserved. These include (1) *Short Form of Injury Report*, Form K-1, which was used in the early years of the program; (2) the white copy of *Accident Report*, WPA Form 351, executed by the foreman or supervisor and subscribed to by the injured employee, and (3) the Commission's Forms CA-1 and CA-2, where these have been completed for minor injuries. After such records are identified as inactive, these injury notices shall be microfilmed in State-wide alphabetical order and by fiscal year within which the accident occurred.

—Third-Party Damage Claims. Where the Compensation Section is responsible for handling claims involving third-party property damage and personal injury, two separate serially numbered files are usually maintained, the PD file or property damage cases and the PI file or third-party injury cases. Original documents in each case are forwarded to Washington. Supplementing these two major files is the cross-index card file showing the PD or PI number assigned to each case. This cross-index file shall be maintained in active status for all active and closed cases. The PD and PI files shall be maintained in active status intact by fiscal years and retirement effected on a unit fiscal-year basis rather than

by individual case. Otherwise, standard practice for identifying inactive files shall be followed. Inactive fiscal-year files shall be retired as a unit and the case records therein microfilmed in numerical order by FD or PI number.

Pay Roll Documents.—The following are deemed to be the essential pay roll records to be preserved as the permanent detail record of WPA expenditures. Types of documents and general file order are discussed in detail below.

—Pay Roll Documents.

1. *Time Reports, WPA Forms 502 and 508.*—All time reports shall be microfilmed upon becoming inactive. The file arrangement shall be by O. P. number, by W. P. number, and with time reports filed chronologically under each work project.

— —WPA Forms 502 and 508.

For all Emergency Relief Appropriation Acts up to and including the 1939 Act, the D. O. voucher number, obtained from the "paid" copy of the pay roll, shall be inserted in the upper right corner of time reports, WPA Forms 502 and 508, before being microfilmed. Beginning with the fiscal year 1941 Act this information, together with the check number of the first item on each page, will be inserted on time reports by the Division of Finance in accordance with the procedure set forth in page 4.2.039 of the Manual. This will obviate the necessity of preserving any pay roll records.

— — —Posting D. O. Voucher Number.

2. *Time Books.*—*Field Time Book, WPA Forms 501*, or equivalent, shall be maintained without microfilming for a period of 3 years from date of origin, at which time they shall be destroyed in accordance with prescribed regulations.

— —Time Books.

3. *Individual Earnings and Assignment File.*—The essential records in this file are WPA Forms 507, 507a, 402, 403, and 404. At the time of termination of employment, WPA Forms 507 or 507a, individual earnings cards, shall be removed from the active file and placed in the inactive file. On January 1 of each year the inactive file shall be reviewed and records of individuals whose termination date was prior to July 1 of the previous fiscal year shall be removed and placed in the custody of the State Records Officer, who will arrange for permanent preservation of these records. The inactive WPA Forms 507 and 507a shall be arranged in a State-wide alphabetical file from the inception of the WPA program to July 1, 1939, and filmed in that order.

— —Earnings Record and Assignment File.

— — —WPA Forms 507 and 507a.

WPA Forms 402, 403, and 404 shall remain in the active file until such time as the inactive WPA Forms 507 are ready for microfilming, at which time the corresponding assignment documents shall be removed from the active file and forwarded to the State Records Officer for filming.

— — —WPA Forms 402, 403, and 404.

The inactive WPA Forms 507 and the assignment documents shall be blended into one State-wide alphabetical file preparatory to filming. The Earnings Film File will then include the following records: WPA Forms 507 or 507a; WPA Forms 402, 403, and 404.

Accounting Documents.—The following are deemed to be the essential accounting records to be preserved as the permanent detail record of WPA expenditures. Types of documents and general file order are discussed in detail below:

—Accounting Documents.

1. *General Accounting Records.*—Under the former accounting system there were two important general records: (a) budget control registers and ledgers, and (b) fund control registers and ledgers. Upon becoming inactive these are to be filmed by fiscal year by program classification and appropriation symbol.

— —General Accounting Records.

The following accounting records are currently maintained and upon becoming inactive, shall be filmed as follows:

— — —General
Ledgers

- (a) *General Ledgers, Groups 1 Through 5.*—Group 1 by fiscal year and program classification; group 2 by fiscal year, program classification, and expenditure symbol; and groups 3, 4, and 5 by fiscal year and account title.

— — —Sub-
sidiary
Ledgers.

- (b) *Subsidiary Ledgers.*

— — — —WPA
Forms 704,
704a, and 763.

- (1) Project and sponsor's ledgers, WPA Forms 704 and 704a, covering completed work projects shall be filed and filmed upon becoming inactive according to the fiscal year of official project completion with the registers in numerical order by official project number, by work project, within each fiscal year. WPA Form 763 shall be filmed in official project order immediately preceding the related WPA Forms 704 and 704a.

— — — —WPA
Forms 704b
and 704c

- (2) *Warehouse Ledger, WPA Form 704b, and Inventory Ledger, WPA Form 704c,* shall be filmed by fiscal year grouped by warehouse.

— — — —WPA
Form 705.

- (3) *Administrative Expense Ledger, WPA Form 705,* shall be filmed by fiscal years for which ledgers were maintained (by appropriation). Special administrative expense ledgers covering special accounts shall be interfiled with standard ledgers according to period of concurrence.

— — —Regis-
ters and
Journals.

- (c) *Registers and Journals.*—WPA Forms 756, 757, 758, and 759; Treasury Form A-40 registers; and WPA Forms 754 and 755 journals shall be filmed separately by fiscal year and in chronological order.

— — —Project
Accounting
Documents.

2. *Project Accounting Documents.*—Documents supporting work project ledgers are of two types: (a) schedule documents in which more than one project is either charged or credited; (b) individual documents in which only one work project is charged or credited.

— — —Sched-
ule Documents.

- (a) *Schedule Documents.*—Schedule documents affecting more than one project as described above shall be filed and microfilmed in numerical sequence by type of document. These documents consist of WPA Forms 744 and 746, and in certain cases Standard Forms 1017-G, 1044, 1046, 1047, 1080, and 1097. Documents supporting these schedule documents, such as WPA Forms 740 supporting WPA Forms 744 or 746 and WPA Forms 359 and 364 supporting Standard Form 1017-G, shall be filed and filmed immediately behind the document they support.

— — —Indi-
vidual Docu-
ments

- (b) *Individual Documents.*—Individual documents affecting only one project shall be grouped under the project number with four general types as described below in each project folder. Folders relating to a completed project, where all encumbrances have been liquidated and final completion reports have been prepared, shall be identified as inactive and removed from the active files at the discretion of and under the supervision of the Accounting Section within 1 year after final completion. These same provisions apply to supply fund documents.

The files shall be filmed according to fiscal year of project completion by supply fund or official and work project. Within each category, documents shall be filed in chronological order by transaction basis, all documents relating to a given transaction being filed together.

The four general file subdivisions in each project folder as noted above are:

— — — Four
General File
Subdivisions.

- (1) *General File*.—This file generally contains WPA Forms 701. WPA Forms 701 need not be maintained in this file provided that the finance copy is checked with the preserved copy appearing in the Planning and Control Section files of the Division of Operations (see page 1.4.040).

— — — Gen-
eral File.

- (2) *Requisition File*.—Contains requests (WPA Form 358) or requisitions (Treasury Form A-6), together with complete supporting data, including WPA Forms 740a and 741; Treasury Forms A-5, A-5a, A-7, A-8, SPO-6, SPO-24; and liquidation vouchers, Standard Forms 1034 and 1068.

— — — —Req-
uisition.

- (3) *Miscellaneous Encumbrance File*.—Contains miscellaneous encumbrances and vouchers with exception of pay roll encumbrances and requisition items included in (2) above. Included in the file are notices of miscellaneous encumbrances and related vouchers and documents, such as WPA Form 210 and Standard Form 1012, and when applying to one project only Standard Forms 1017-G, 1034, 1044, 1046, 1047, 1067, 1068, 1080, 1096, and 1097; and Treasury Forms A-4, A-5, A-5a, A-20, and D-53.

— — — —Mis-
cellaneous En-
cumbrance File.

- (4) *Sponsors' Reports*.—This file contains certification of sponsors' contributions on WPA Forms 710 or 741 and 710a arranged in numerical order (or if not numbered, in chronological order for each project). It also contains sponsors' agreements with respect to cash deposits and the following forms relating to deposit encumbrance and expenditure of sponsors' cash deposits: Standard Forms 1034, 1046, and 1047; Treasury Forms A-5, A-5a, A-6, A-7, A-8, and D-53; pay rolls paid from sponsors' deposits; and *Certificate of Deposit for Checking Account*, Form 6599 Revised. Documents reflecting transactions against the special deposit shall be filed by fiscal year by special deposit account symbol number.

— — — —Spon-
sors' Reports.

3. *Special Project Accounting Records*—*Records of the Business Manager-Agent Cashier*—The records of the business manager-agent cashier serving theater and music programs under Federal Project No. 1 were divided into four classes: (a) accounting, (b) collection, (c) procurement, and (d) disbursement. However, the latter three are reflected in the accounting records. Therefore, documents covering collection, procurement, and disbursement shall be considered as records supporting the accounting records. Inactive accounting records shall be filed and filmed by program by fiscal year.

— — — Records
of Business
Manager-Agent
Cashier.

— — — Types
of Records.

Where two or more business managers-agent cashiers were required to serve one program, records shall be filed separately for each business manager-agent cashier.

Until July 1, 1939, accounts of the business manager-agent cashier were maintained on *Disbursing Ledger*, Standard Form 1014-M, and separate ledgers were usually maintained to reflect the collection account. Admission account, advance admission sales account, and the agent cashier's cash advance account, and in some cases collection ledgers, were maintained separately for admission collections and sponsors' cash collections. In support of entries in the above ledgers, documents shall be filed by type of document and in chronological order.

— — — Ac-
counting
Records

Such supporting documents include the following:

Schedule of Collections, Standard Form 1044
Daily Box Office Statement, WPA Form 723
Other Income Statement, WPA Form 725
Certificate of Deposit for Checking Account, Form 6599 Revised
Return Check, Treasury Form 5504 Revised
Notice of Miscellaneous Encumbrance, Treasury Form A-5
Change in Encumbrance, Treasury Form A-5a
Requisition for Purchase, Treasury Form A-6
Purchase Order, Treasury Form A-7
Receiving and Inspection Report, Treasury Form A-8
Public Voucher for Purchases and Services Other Than Personal,
Standard Form 1034
Schedule of Transfers—Special Deposits, Standard Form 1046
Public Voucher for Refunds, Standard Form 1047
Schedule of Disbursements, Treasury Form 1064
Pay roll forms, Standard Form 1013d and WPA Form 509
Record of Telephone Bids, WPA Form 727

Attachments to *Requisition for Purchase*, Treasury Forms A-6, or *Public Voucher for Purchases and Services Other Than Personal*, Standard Form 1034, such as license agreements, percentage sharing agreements, cash receipts, etc., shall be microfilmed as parts of the documents which they support.

— — —Procurement Documents.

Documents reflecting purchases by the business manager under his procurement authority which are charged to federally appropriated funds, not being reflected in ledger accounts required to be maintained by the business manager-agent cashier, shall be filed with the requisition file described under Accounting Documents—item 2, (b), (2), page 1.4.048.

— — —Ledger Accounts.

In most States where admissions were collected, some of the accounting records formerly maintained by the business manager-agent cashier on Standard Form 1014-M were eliminated and Admission Fund (Group V) Ledger Accounts were maintained instead by the Division of Finance. In such cases inactive accounting records for Group V Ledger Accounts shall be filed and filmed by program by fiscal year, and documents described above which are reflected in postings to the ledger accounts shall be filed and filmed by type of document in support of these postings.

—Property Records.

Property Records.—Documents relating to the custody of property indicating acquisition or disposition shall be maintained in active files and shall not be microfilmed. These records include (1) inventory records, WPA Forms 712, 712a, 721, 721a, 747, and 747a; (2) documents of disposition, such as WPA Forms 715, 742, and 745, together with supporting documents; (3) WPA Form 720 for projects and supply fund warehouses; and (4) semiannual physical inventories.

Revised Aug. 1, 1941

PART V. DISPOSITION OF FEDERAL RECORDS

Agencies of the United States Government are prohibited by the provisions of Public Law No. 295, 76th Congress (53 Stat. 1219) from alienating or destroying records without prior authorization which the act provides shall be secured through the Archivist of the United States. Pertinent provisions of the act are as follows:

Disposition of Federal Records.

—Legal Provisions for Destruction of Records.

—Request to Federal Archivist.

1. " * * * That whenever any agency of the United States Government has in its custody an accumulation of records that are not needed by it in the transaction of its current business and that appear to it to have no permanent value or historical interest, the head of such agency shall submit a written report thereon to the Archivist of the United States in which he shall state the location and describe the character of such records so as to enable the Archivist to identify them. Said report shall be submitted in triplicate and shall be accompanied by samples of the several kinds of records listed therein."

—Definition of Record.

2. "When used in this Act, the word 'records' means originals or copies of motion-picture or other photographic records in any form whatsoever, sound recordings, correspondence, papers, indexes, maps, charts, plans, drawings, punch cards, tabulation sheets, pictures, and other kinds of records belonging to the United States Government."

3. " * * * no records of the United States Government may be alienated or destroyed except by authority sought and obtained under the provisions of this Act."

—Prohibition of Destruction.

When proper authorization has been granted for the disposal of records, the act provides that the records shall be disposed of by one of the following methods:

—Methods of Disposal.

1. "By sale, upon the best obtainable terms after due publication of notice inviting proposals therefor. * * * All moneys derived from the sale of such records shall be paid into the Treasury of the United States * * *."

—Sale.

2. "By causing them to be destroyed."

—Destruction.

3. "By transfer (without cost to the United States Government) to any State or dependency of the United States of America or to any appropriate educational institution, library, museum, historical, research, or patriotic organization therein, that has made application * * * therefor, through the Archivist of the United States."

—Transfer.

Disposition of Inactive Records

The securing of authority for and the supervision of the disposition of inactive records shall be the responsibility of the State Records Officer, as soon as he has identified such material as being of no value and no useful purpose is served by retention. Request for authorization to dispose of the records shall be submitted to the Records Section, Division of Administration, Washington, D. C., on *Recommendation for Disposition of Executive Papers*, National Archives Form M-26. Instructions relating to the preparation and submission of National Archives Form M-26 are set forth on page 1.4.053.

—Authority for Disposition.

All records upon attaining inactive status shall be classified as to (1) availability for immediate disposition, and (2) availability for disposition after microfilming. Records available for immediate disposition; i.e., records not of sufficient importance to warrant preservation and extra copies of records which are to be microfilmed, shall be listed on National Archives Form M-26

—Reporting Unimportant Inactive Records.

without delay to avoid unnecessary storage charges. Important records shall be listed on National Archives Form M-26 for disposition after they have been microfilmed.

— —Method of
Disposition.

The State Records Officer with the approval of the State Work Projects Administrator is responsible for determining whether, as Public Law No. 295 provides, the records shall be disposed of (1) by sale, (2) by destruction, or (3) by transfer to a State agency or to an appropriate educational institution, library, museum, etc. The State supervisor of the Historical Records Survey Project may be called upon to advise the State Records Officer if any records listed for disposition may be of interest to an agency or institution within the State. If such transfers are deemed advisable, the name and address of the institution, association, or other organization requesting records shall be noted on National Archives Form M-26. If other disposal is selected, the sale of records (as waste paper) shall be arranged with the State Procurement Officer, and receipts from such sales shall be paid into the Treasury of the United States as miscellaneous receipts. Since the information contained in compensation and employment case-records files is confidential in its nature, such records shall not be sold as waste paper but must be destroyed.

— —Report of
Disposition.

When the disposition of records as authorized is effected, the State Administrator shall submit a report to the Records Section, Division of Administration, Washington, D. C., describing character and volume of such records and state when and by what method the disposition thereof was accomplished. If any of the records described in a particular report are shown thereby to have been sold, such report shall show the amount received.

Revised Aug. 1, 1941

Preparation and Submission of RECOMMENDATION FOR DISPOSITION OF EXECUTIVE PAPERS, National Archives Form M-26

Recommendation for Disposition of Executive Papers, National Archives Form M-26, is provided for securing authority through the Archivist of the United States for the disposition of records which are of no value to the State Work Projects Administration; i.e., records which are not of sufficient importance to warrant preservation and all other inactive records after they have been microfilmed.

National
Archives
Form M-26.

National Archives Form M-26 shall be prepared in an original and five onion-skin copies by the State Records Officer. The original and three copies, together with a transmittal letter and samples of the records listed, shall be submitted to the Records Officer, Division of Administration, Work Projects Administration, Washington, D. C. One copy shall be sent to the Regional Director and one copy retained by the State office. The State Administrator will be advised subsequently when authorization for the disposition of the records is received.

—Copies.

In the preparation of National Archives Form M-26, no entries shall be made in the spaces provided in the upper right corner of the heading of the form.

—Preparation.

Department or Agency.—Enter "Federal Works Agency."

Bureau.—Enter "Work Projects Administration."

Division.—Enter the name(s) of the division(s) primarily concerned with the records listed. Records shall be grouped according to program; i.e., CWA, FERA, or WPA, and also by division.

The National Archives Form M-26		Division of _____ Archives	
RECOMMENDATION FOR DISPOSITION OF EXECUTIVE PAPERS		Job No.: _____	
(Department or agency)		Date: _____ <small>(To be filled in by the National Archives)</small>	
Bureau: _____		Division: _____	
Location of records: _____		Persons in charge: _____	
		Date prepared: _____	
Item No.	Sample submitted— Previously Herewith	File and form Nos.; Title and description	Kind of copies
			Inclusive dates From— To—

Front

INSTRUCTIONS FOR PREPARING THE NATIONAL ARCHIVES FORM M-26

1. **Heading.**—Supply names of department or agency, bureau and division (or their equivalent), location of records, names of persons in charge, and date when form was filled in by person in charge. For composite field lists a statement of the number of field stations covered should be included under location of records.
2. **Item No.**—Regardless of quantity, each group of records used and filed as a unit should be reported as a single item. Thus, if all applications are filed under one heading they should be reported as one item; if approved applications are filed under one heading and rejected applications under another heading the two groups should be reported as two items. Individual folders or documents within a file should not be listed. Items listed for disposition by a particular office should be numbered in sequence.
3. **Sample Submitted.**—Indicate by a check mark whether a similar sample has been "previously submitted" with disposition lists by the particular office, or whether a sample is "herewith submitted."
4. **File and Form Nos.; Title and Description.**—If the item is comprised of form material, supply the form number and title. If the item is comprised of other than form material, supply a concise description thereof. Usage of the term "miscellaneous" should be avoided.
5. **Type or Kind of Copy.**—For each item state whether the copies are originals, duplicates, printed or processed. If within the same item there is more than one kind of copy, so indicate. Printed and processed material not filed for record purposes should not be reported on Form M-26.
6. **Inclusive Dates.**—Indicate the years, and the months if the period is other than a calendar year, covered by each item.
7. **Form M-26** should be submitted to The National Archives in triplicate (one ribbon copy to be included).

Back

Location of Records.—Enter the exact location of the records, showing room number, name of building, street address, and city. Records situated at different locations shall not be included on the same form.

Persons in Charge.—Enter the name and title of the person incharge of the records, normally the State Records Officer.

Date Prepared.—Enter the date on which the form was prepared.

Columnar entries on National Archives Form M-26 shall be made as follows:

Item No.—An item number shall be assigned to each type of record listed, beginning with No. 1 and continuing in numerical sequence. Regardless of the number of lists which may be submitted periodically, the numerical sequence shall not be broken.

Sample Submitted.—Enter "yes" in the subcolumn entitled "Previously" if a sample of the record was submitted with a previous request for disposition. If a sample is being submitted for the first time, enter "yes" in the subcolumn entitled "Herewith."

It will not be necessary to submit specimen samples of records intended for disposition if such records were previously submitted. It should be noted, however, that the samples and description of records shall be identical with records previously submitted.

File and Form Numbers: Title and Description.—The records shall be fully described in this column. In the case of forms, the form number and title shall be shown together with a description of the general purpose of the record. The description "miscellaneous" shall be avoided whenever possible. The linear footage occupied by the records, listed for disposition, shall be grouped as a whole and noted at the bottom of the column. Linear feet can be determined by measuring through the documents; i.e., a standard file drawer containing 3,000 documents would measure about 2 linear feet. In the case of records which have been microfilmed, a statement to this effect shall be indicated on the bottom of the National Archives Form M-26, either as a general statement applying to all records listed thereon or as applying only to given items as the case may be.

Kind of Copies.—Indicate in this column whether the records are originals or copies, or both. Original copy may be defined as ribbon copies and duplicates are 1st, 2d, etc., copies thereof. In listing duplicate documents for disposition, the availability of the original document should be first ascertained, especially if such documents are essential and need to be preserved.

- (b) Any person having any such records shall assume no control over same, nor shall such person be vested with any discretion relative to the production of same in court, as such discretion shall remain in the Commission to whose business such records appertain. Any such person is prohibited from presenting such records or information in court, whether in answer to a subpoena duces tecum or otherwise. When a subpoena shall have been served upon such person, he shall appear in court and respectfully decline to present such records or to divulge the information called for, basing his refusal upon this regulation and upon the fact that such person is not the custodian of such records.
- (c) Information with respect to an injury or death which may be necessary for the official purpose of any department, agency, or other establishment of the United States may be disclosed upon the responsibility of the official superior to see that such information will be used exclusively for such official purpose.

Information requested by a regional attorney of the United States Employees' Compensation Commission or an attorney properly representing an employee in the prosecution of a third-party claim, including the appearance before any judicial body with official records pertaining to the injury and accident, shall be released without referral to the central office.

Added June 19, 1941

Appendix A

LIST OF CROSS-REFERENCE CITATIONS

- 1-1 Functions of each division of the central Administration to be issued in chapter 2, part 2, of this volume.
- 1-2 Functions of the regional offices to be issued in chapter 2, part 3, of this volume
- 1-3 Operating Procedure No. E-9, section 6
- 4-1 Operating Procedure No. G-3, section 39
- 4-2 Operating Procedure No. G-3, section 2
- 4-3 Operating Procedure No. G-4, section 9
- 4-4 Operating Procedure No. G-3, section 3
- 4-5 Operating Procedure No. G-5
- 5-1 Operating Procedure No. E-9, section 40
- 6-1 Operating Procedure No. E-9
- 6-2 Operating Procedure No. G-4, section 18
- 6-3 Operating Procedure No. G-4, sections 16 and 26
- 6-4 Operating Procedure No. G-3, section 1
- 6-5 Operating Procedure No. G-3, section 8; Operating Procedure No. G-4, sections 39 and 43
- 6-6 Operating Procedure No. G-4, sections 27-36
- 6-7 Operating Procedure No. G-4, section 16
- 6-8 Operating Procedure No. G-3, section 1
- 6-9 Operating Procedure No. G-4, sections 38-44
- 6-10 Operating Procedure No. G-3, sections 32-33
- 7-1 Operating Procedure No. E-9, section 40
- 7-2 To be issued as chapter 3 of volume 1
- 7-3 Operating Procedure No. E-9, section 49, subsection b, item 1
- 7-4 Operating Procedure No. E-9, section 52, page 3
- 7-5 Operating Procedure No. E-9, sections 49 and 58
- 7-6 Operating Procedure No. E-9, section 53, page 3
- 7-7 Operating Procedure No. E-9, section 52, subsection A, item 11; section 53
- 7-8 Operating Procedure No. E-9, section 46; section 52, subsection A, item 1
- 7-9 Operating Procedure No. E-9, section 52, subsection A, items 5 and 14; section 56
- 7-10 Operating Procedure No. E-9, section 52, subsection A, item 6; section 58
- 7-11 Operating Procedure No. E-9, section 52, subsection A, item 4
- 7-12 Operating Procedure No. E-9, section 52, subsection A, item 13; section 64
- 7-13 Operating Procedure No. E-9, section 44
- 7-14 Operating Procedure No. E-9, section 52, subsection A, item 7
- 7-15 Operating Procedure No. E-9, section 15; section 52, subsection A, items 8 and 9
- 7-16 Operating Procedure No. E-9, section 12; section 52, subsection A, item 12
- 7-17 Operating Procedure No. E-9, section 52, subsection A, items 2 and 3
- 7-18 Operating Procedure No. E-9, section 52, subsection B, items 1 and 2; sections 58 and 59
- 7-19 Operating Procedure No. E-9, section 52, subsection D, item 1; section 55, subsection A
- 7-20 Operating Procedure No. E-9, section 18
- 7-21 Operating Procedure No. E-9, sections 19 and 53
- 7-22 Operating Procedure No. E-9, section 15
- 7-23 Operating Procedure No. E-9, section 49, subsection B, item 1

1.A.001

Chapter 5

PERSONNEL ADMINISTRATION AND PROCEDURE

PART I. PERSONNEL ADMINISTRATION

The objective of the regulations contained in this chapter is the operation of a uniform system of personnel administration and procedure with respect to appointive positions and employees of those positions in the State Work Projects Administrations. It is the aim of the Work Projects Administration that principles of good personnel administration shall be observed in all personnel matters. The basic element of these principles is that merit shall govern both the selection of applicants for employment and the selection of employees for promotion.

General Policy
of Personnel
Administration.

Basic policies of personnel administration which have been prescribed by statute or formulated by the Administration are set forth herein. Compliance with these policies and the formulation of such supplemental policies not inconsistent therewith as may be required by local conditions and circumstances shall be responsibilities of the State Work Projects Administrators.

Some of the procedures prescribed herein for application in personnel administration are designed to meet certain requirements of the Civil Service Commission. The personnel procedures of agencies such as the Work Projects Administration which are not subject to Federal civil service laws are by Executive Order subject in part to the regulations of the Commission.

Civil Service
Commission
Requirements.

In order to meet effectively the requirements of these regulations, each State Administration shall have a State Personnel Officer. If the work to be performed by such officer in any State does not warrant the full-time services of an employee, the State Administrator shall designate a qualified member of his staff to represent him in personnel matters. Such appointment or designation shall be subject to the prior approval of the Regional Director.

State Person-
nel Officer.

Duties of State Personnel Officer

In general, personnel administration involves the development and application of position classification and compensation programs, the recruitment and promotion of qualified personnel for vacant positions, and continuing efforts to secure the maximum utilization of employees' capabilities after appointment, through training, placement, and other in-service activities. The successful operation of these functions necessitates the installation of an orderly system of procedures.

Duties of State
Personnel
Officer.

—General
Functions.

The objective of a program of personnel administration is the staffing of the organization with personnel qualified to render efficient and economical service, and the harmonizing of the interests of (1) executives, who desire that performance be of highest quality and maximum quantity; and (2) employees, who wish conditions of service to be such that they may have reasonable assurance of proper compensation, opportunity for recognition and advancement, and protection against demotion or removal for trivial, personal, arbitrary, religious, racial, political, or other extraneous reasons.

—Objective of
Personnel Ad-
ministration.

—List of Typical Duties.

Typical duties of State Personnel Officers are as follows:

— —Obtaining Qualified Persons.

1. Searching out qualified persons for positions in the service, utilizing for this purpose the assistance of the Division of Employment and educational, vocational, professional, and other organizations in both public and private fields.

— —Conducting Tests.

2. Conducting tests to determine the knowledge, aptitude, and other qualifications of applicants.

— —Investigating Ability, Character, etc.

3. Making such investigations of the abilities, character, and personality of applicants as may be necessary to ascertain the relative fitness of those persons who are being seriously considered for employment.

— —Analyzing Positions.

4. Analyzing the duties and responsibilities of positions and taking such steps as may be necessary to insure (a) presentation of adequate descriptions where new positions are proposed, (b) consideration of the effect of changes in the duties and responsibilities of a position on its classification, and (c) consideration of the effect of organizational changes on the classifications of positions directly and indirectly affected.

— —Conducting Training Programs.

5. Initiating and conducting formal and informal programs for the training of supervisors and subordinates with the objective of increasing employee efficiency and creating reservoirs of employees qualified for promotion.

— —Assisting in Testing Qualifications for Promotion.

6. Cooperating with supervisors in testing the abilities and analyzing the performance of employees to determine their qualifications for promotion.

— —Assisting in Analyzing Performance of New Employees.

7. Cooperating with supervisors in analyzing the performance of new employees and employees assigned to new positions to the end that maladjustments may be detected and remedied.

— —Anticipating Personnel Needs.

8. Anticipating program developments and analyzing employment trends with the objective of (a) making provision to meet promptly any possible need for additional personnel, and (b) avoiding loss of efficiency and unnecessary hardships where reductions of force may become necessary.

— —Checking Local Salary Trends.

9. Keeping abreast of the salary trends of local private industry and local governments, and analyzing the effect such trends may have in creating problems for the State Administration.

— —Consulting With Administrative Officers in Personnel Matters.

10. Consulting with administrative officers regarding proposed personnel actions such as transfers, promotions, salary changes, suspensions, demotions, dismissals, terminations, etc., and recommending to the State Administrator the course of action which will be of optimum benefit to the State Administration.

— —Cooperating With State Safety Consultant.

11. Studying in cooperation with the State Safety Consultant the physical facilities provided for employees.

— —Advising Employees as to Rights and Obligations.

12. Advising employees and supervisors of their privileges and rights as WPA appointive employees, and also as to their obligations.

— —Maintaining Personnel Records.

13. Maintaining a system of records reflecting the information necessary to control the application of WPA personnel policies and regulations.

— —Assisting Employees' Welfare and Recreation Programs.

14. Assisting employees in the organization and conduct of non-profit-making recreation and welfare programs where the employees themselves have initiated efforts toward that end.

Definitions of Terms

Definitions of standard terms used in this chapter are provided below.

General.

- | | |
|--|---|
| <p>1. <i>Appointive Personnel</i>.—Those employees charged to general administrative expense and those employees occupying positions charged to the supply fund which are designated as appointive positions,¹ who are (a) formally appointed by the State Administrator; (b) paid on an annual salary basis, or whose rate of pay is computed from such basis (i.e., per diem employees); (c) required to execute <i>Oath of Allegiance</i>, WPA Form 607; and (d) required to work 39 hours a week.</p> | <p>Definition of Terms</p> <p>—General.</p> <p>— —Appointive Personnel.</p> |
| <p>2. <i>Position</i>.—A specific office, employment, or job (whether occupied or vacant) calling for the performance of certain duties. The term "position" where used herein without qualification means an appointive position.</p> | <p>— —Position.</p> |
| <p>3. <i>Assistant Commissioner</i>.—Except where otherwise indicated, the term "Assistant Commissioner" shall mean the Assistant Commissioner in charge of the Division of Administration or his authorized representative.</p> | <p>— —Assistant Commissioner.</p> |
| <p>4. <i>State Administrator</i>.—The State Work Projects Administrator or his authorized representative.</p> | <p>— —State Administrator.</p> |
| <p>5. <i>Regular Employee</i>.—An appointive employee whose appointment is not limited as to time other than by the restriction that no appointment may extend beyond the period covered by the current Emergency Relief Appropriation Act.</p> | <p>— —Regular Employee.</p> |
| <p>6. <i>Temporary Employee</i>.—An appointive employee whose appointment is limited to a definite period of time.</p> | <p>— —Temporary Employee.</p> |
| <p>7. <i>Per Diem Employee</i>.—An appointive employee paid on a per diem basis under a regular or temporary appointment specifying a limited number of days of work per month.</p> | <p>— —Per Diem Employee.</p> |
| <p>8. <i>Hourly Employee</i>.—A nonappointive employee paid on an hourly basis whose employment is limited to the duration of a specific job or installation in a position the duties of which are to perform, or assist an apprentice, helper, or journeyman, work in a recognized trade or craft; and skilled, semiskilled, and unskilled laborers.</p> | <p>— —Hourly Employee.</p> |

Position Classification Terms.

- | | |
|---|---|
| <p>1. <i>Class</i>.—A grouping of similar positions involving comparable duties and responsibilities.</p> | <p>—Position Classification Terms.</p> <p>— —Class.</p> |
| <p>2. <i>Class Specification</i>.—A formal statement which establishes the bounds of a class by summarizing the typical duties and responsibilities of the positions in the class. A typical class specification contains (a) a title, (b) a definition which summarizes the duties and responsibilities of the position and enumerates typical tasks, and (c) a statement of minimum qualifications for entrance to the class.</p> | <p>— —Class Specifications.</p> |
| <p>3. <i>Class Title</i>.—The official designation by which all positions falling within a given class are identified.</p> | <p>— —Class Title.</p> |
| <p>4. <i>Functional Title</i>.—A descriptive designation applied to a position for administrative convenience to indicate functional relationships.</p> | <p>— —Functional Title.</p> |
| <p>5. <i>Grade</i>.—One of several successive levels established to show the relative degree of difficulty in the duties and responsibilities of positions. Grades applicable to WPA appointive positions are prescribed in the Appointive Classification Schedule (see page 1.5.004).</p> | <p>— —Grade.</p> |

¹See appendix A, item 5-1.

- —Appointive Classification Schedule.
 - —Salary Step.
 - —Classification.
 - —New Position.
 - —Additional Identical Position.
 - —Change of Duties.
 - —Relocation of Position.
 - —Reinstated Position.
 - —Reclassification.
 - —Appointment Actions.
 - —Appointment.
 - —Reinstatement.
 - —Temporary Appointment.
 - —In-Service Actions.
 - —Suspensions.
 - —Furlough.
6. *Appointive Classification Schedule (ACS).*—The official grade and salary schedule established by the Commissioner of Work Projects in General Order No. 2 of the Work Projects Administration and in revisions or amendments thereto, which governs the compensation of appointive employees.
 7. *Salary Step.*—Any one of the fixed annual salaries specified for a given grade.
 8. *Classification.*—The assignment of a position to its proper grade and class based upon an analysis of the duties and responsibilities of the position.
 9. *New Position.*—A newly created position not previously provided for in the organization of the State Administration, or one which has undergone a material change of duties or responsibilities resulting in the position assuming new characteristics.
 10. *Additional Identical Position.*—A new position requiring the performance of the identical type(s) of duties and responsibilities of an existing position(s) of the same grade and class. An additional identical position may be created (a) for the performance of the identical duties and responsibilities of another position while the incumbent of that position is on extended leave and where a detail is not feasible; or (b) where the volume of work in a unit, section, or division increases to the extent that additional positions are required for the performance of identical type(s) of duties of existing positions.
 11. *Change of Duties.*—A change of the duties and responsibilities of an existing position.
 12. *Relocation of Position.*—A physical movement of an existing position, with or without a change of duties, from one unit, section, or division to another unit, section, or division.
 13. *Reinstated Position.*—A reestablishment, without change of duties or responsibilities, of a lapsed position which was previously classified.
 14. *Reclassification.*—An establishment of a different classification for an existing position resulting from reconsideration and reinterpretation of the original classification, where there has been no change of duties or responsibilities.
- Appointment Actions.**
1. *Appointment.*—The employment for an indefinite period of a person who has not previously held an appointive position on the staff of the appointing Administration.
 2. *Reinstatement.*—The employment for an indefinite period of a person who has previously held an appointive position on the staff of the appointing Administration. This term is applicable only if there has been a separation from the pay roll for at least 1 day.
 3. *Temporary Appointment.*—An appointment or reinstatement specifically limited as to duration.
- In-Service Actions.**
1. *Suspension.*—A temporary removal of an employee from active pay status for disciplinary reasons or pending an investigation of charges of alleged irregularities founded on reasonable cause.
 2. *Furlough.*—A temporary, involuntary removal of an employee from active pay status without prejudice, necessitated by what appears to be a temporary shortage of work or funds, and where the position is to be held open

Definitions of Terms

Definitions of standard terms used in this chapter are provided below.

General.

Definition of
Terms

—General.

— —Appointive
Personnel.

— —Position.

— —Assistant
Commissioner.

— —State
Administrator.

— —Regular
Employee.

— —Temporary
Employee.

— —Per Diem
Employee.

— —Hourly
Employee.

—Position
Classification
Terms.

— —Class.

— —Class
Specifications.

— —Class
Title.

— —Functional
Title.

— —Grade.

1. *Appointive Personnel*.—Those employees charged to general administrative expense and those employees occupying positions charged to the supply fund which are designated as appointive positions,¹ who are (a) formally appointed by the State Administrator; (b) paid on an annual salary basis, or whose rate of pay is computed from such basis (i.e., per diem employees); (c) required to execute *Oath of Allegiance*, WPA Form 607; and (d) required to work 39 hours a week.

2. *Position*.—A specific office, employment, or job (whether occupied or vacant) calling for the performance of certain duties. The term "position" where used herein without qualification means an appointive position.

3. *Assistant Commissioner*.—Except where otherwise indicated, the term "Assistant Commissioner" shall mean the Assistant Commissioner in charge of the Division of Administration or his authorized representative.

4. *State Administrator*.—The State Work Projects Administrator or his authorized representative.

5. *Regular Employee*.—An appointive employee whose appointment is not limited as to time other than by the restriction that no appointment may extend beyond the period covered by the current Emergency Relief Appropriation Act.

6. *Temporary Employee*.—An appointive employee whose appointment is limited to a definite period of time.

7. *Per Diem Employee*.—An appointive employee paid on a per diem basis under a regular or temporary appointment specifying a limited number of days of work per month.

8. *Hourly Employee*.—A nonappointive employee paid on an hourly basis whose employment is limited to the duration of a specific job or installation in a position the duties of which are to perform, or assist an apprentice, helper, or journeyman, work in a recognized trade or craft; and skilled, semiskilled, and unskilled laborers.

Position Classification Terms.

—Position
Classification
Terms.

— —Class.

— —Class
Specifications.

— —Class
Title.

— —Functional
Title.

— —Grade.

1. *Class*.—A grouping of similar positions involving comparable duties and responsibilities.

2. *Class Specification*.—A formal statement which establishes the bounds of a class by summarizing the typical duties and responsibilities of the positions in the class. A typical class specification contains (a) a title, (b) a definition which summarizes the duties and responsibilities of the position and enumerates typical tasks, and (c) a statement of minimum qualifications for entrance to the class.

3. *Class Title*.—The official designation by which all positions falling within a given class are identified.

4. *Functional Title*.—A descriptive designation applied to a position for administrative convenience to indicate functional relationships.

5. *Grade*.—One of several successive steps established to show the relative degree of difficulty in the duties and responsibilities of positions.

¹See appendix A, item 5-1.

- —Appointive Classification Schedule. 6. *Appointive Classification Schedule (ACS)*.—The official grade and salary schedule established by the Commissioner of Work Projects which governs the compensation of appointive employees.
 - —Salary Step. 7. *Salary Step*.—Any one of the fixed annual salaries specified for a given grade.
 - —Classification. 8. *Classification*.—The assignment of a position to its proper grade and class based upon an analysis of the duties and responsibilities of the position.
 - —New Position. 9. *New Position*.—A newly created position not previously provided for in the organization of the State Administration, or one which has undergone a material change of duties or responsibilities resulting in the position assuming new characteristics.
 - —Additional Identical Position. 10. *Additional Identical Position*.—A new position requiring the performance of the identical type(s) of duties and responsibilities of an existing position(s) of the same grade and class. An additional identical position may be created (a) for the performance of the identical duties and responsibilities of another position while the incumbent of that position is on extended leave and where a detail is not feasible; or (b) where the volume of work in a unit, section, or division increases to the extent that additional positions are required for the performance of identical type(s) of duties of existing positions.
 - —Change of Duties. 11. *Change of Duties*.—A change of the duties and responsibilities of an existing position.
 - —Relocation of Position. 12. *Relocation of Position*.—A physical movement of an existing position, with or without a change of duties, from one unit, section, or division to another unit, section, or division.
 - —Reinstated Position. 13. *Reinstated Position*.—A reestablishment, without change of duties or responsibilities, of a lapsed position which was previously classified.
 - —Reclassification. 14. *Reclassification*.—An establishment of a different classification for an existing position resulting from reconsideration and reinterpretation of the original classification, where there has been no change of duties or responsibilities.
- —Appointment Actions. Appointment Actions.
- —Appointment. 1. *Appointment*.—The employment for an indefinite period of a person who has not previously held an appointive position on the staff of the appointing Administration.
 - —Reinstatement. 2. *Reinstatement*.—The employment for an indefinite period of a person who has previously held an appointive position on the staff of the appointing Administration. This term is applicable only if there has been a separation from the pay roll for at least 1 day.
 - —Temporary Appointment. 3. *Temporary Appointment*.—An appointment or reinstatement specifically limited as to duration.
- —In-Service Actions. In-Service Actions.
- —Suspensions. 1. *Suspension*.—A temporary removal of an employee from active pay status for disciplinary reasons or pending an investigation of charges of alleged irregularities founded on reasonable cause.
 - —Furlough. 2. *Furlough*.—A temporary, involuntary removal of an employee from active pay status without prejudice, necessitated by what appears to be a temporary shortage of work or funds, and where the position is to be held open

for the employee pending his return to duty after a definite period not exceeding 3 months. The term "furlough" should not be confused with the term "leave without pay" (see page 1.5.066).

3. *Administrative Salary Increase.*—An increase in compensation within the salary range established for the position. This term should not be confused with "promotion" (see below). — —Administrative Salary Increase.
4. *Administrative Salary Decrease.*—A reduction in compensation within the salary range established for the position. This term should not be confused with "demotion" (see below). — —Administrative Salary Decrease.
5. *Promotion.*—A shifting of an employee to a position with a higher salary range than the position previously held. If the shift involves a "transfer" (see below), the action shall be reported as a "transfer and promotion." — —Promotion.
6. *Demotion.*—A shifting of an employee to a position with a lower salary range than the position previously held. If the shift involves a "transfer" (see below), the action shall be reported as a "transfer and demotion." — —Demotion.
7. *Reassignment.*—A shifting of an employee from one position to another within the same division or its equivalent. If the shift involves a change of grade, the action shall be reported as a "promotion" or "demotion," as the case may be. — —Reassignment.
8. *Transfer.*—A shifting of an employee within the State Administration between divisions and/or districts. If the shift involves a change of grade, the action shall be reported as a "transfer and promotion" or "transfer and demotion," as the case may be. — —Transfer.
9. *Change of Pay Base.*—An adjustment of an employee's basis of compensation; e.g., from a per hour or per diem basis to a per annum basis, etc. — —Change of Pay Base.
10. *Change of Travel Designation.*—An adjustment of an employee's salary to allow for necessary travel within the employee's official station where the employee is required to furnish his own means of conveyance (see pages 1.6.016-1.6.017). — —Change of Travel Designation.
11. *Extension of Temporary Appointment.*—An extension of a temporary appointment as such. — —Extension of Temporary Appointment.
12. *Change From Temporary to Indefinite Appointment.*—A conversion of a temporary appointment into an indefinite appointment. — —Change From Temporary To Indefinite Appointment.
13. *Detail.*—An assignment of an employee to temporary duties differing from his regular assignment. — —Detail.
14. *Loan.*—A lending of a WPA appointive employee to another Federal agency. — —Loan.

Separation Actions.

1. *Termination.*—The involuntary separation of an employee without prejudice for such reasons as (a) reduction in force, (b) inability to perform required duties, (c) failure to qualify during probationary period, (d) expiration of temporary appointment, etc. — —Separation Actions.
— —Termination.
2. *Dismissal.*—The involuntary separation of an employee with prejudice for serious misconduct or major violation of regulations. — —Dismissal.
3. *Resignation.*—The voluntary separation of an employee, the action being initiated by the employee. — —Resignation.

Forms Used in Personnel Administration and Procedure

Personnel
Forms.
—List.

The forms prescribed in this chapter for use in personnel administration and procedure are listed below. The forms are printed in Washington for distribution to each State Administration.

Request for Separation or Suspension, WPA Form 240.—This form is provided for use by designated officers of State Work Projects Administrations to recommend separations or suspensions (see instructions on pages 1.5.051-1.5.052).

Notice of Separation, WPA Form 241.—This form shall be used for notices to employees of separation actions, such as termination and dismissal (see instructions on page 1.5.053).

Resignation, WPA Form 242.—This form shall be used by employees desiring to resign from the service (see instructions on page 1.5.049).

Employee Service History, WPA Form 243.—This form shall be maintained for each employee and shall be transferred to and retained in an inactive file upon separation of the employee (see instructions on pages 1.5.080-1.5.081).

Application for Employment, WPA Form 251.—This form shall be used by persons seeking employment with a State Administration to provide the State Personnel Officer with personal-history statements. This form, or its former equivalent, also shall be maintained for each current employee of each State Administration (see instructions on pages 1.5.015-1.5.017).

Position Classification Sheet, WPA Form 252.—This form shall be used to describe the duties and responsibilities of proposed positions and shall be the medium for requesting the classification of such proposed positions by the Assistant Commissioner (see instructions on pages 1.5.011-1.5.013).

Application for Leave, WPA Form 253.—This form shall be used by employees to submit applications for annual, sick, and military leave and leave without pay (see instructions on pages 1.5.068-1.5.070).

Employee Personal-History Change, WPA Form 254.—This form shall be used by employees to report personal-history changes, such as change of address, marital status, legal residence, etc., which affect their personal-history records as filed with the State Personnel Officer (see instructions on pages 1.5.021-1.5.022).

Personnel Requisition, WPA Form 255.—This form shall be used by officers of State Administrations (1) to requisition personnel for appointment to new or vacant positions, and (2) to recommend in-service actions such as administrative salary changes, promotions, demotions, etc., excluding suspensions and furloughs (see instructions on pages 1.5.023-1.5.025).

Notice of Appointment, WPA Form 256.—This form shall be used as a letter of appointment for persons concerning whom appointment actions are taken (see instructions on pages 1.5.036-1.5.037).

Personnel Record Duplicate, WPA Form 257.—This form shall be used for the preparation of copies of notices of personnel actions prepared on WPA Forms 241, 256, and 259, and also to notify the central office of changes of names of employees.

WPA Form 257 is designed so that it may be used for carbon copies of the notices prepared on WPA Forms 241, 256, and 259. Two such copies of each personnel action effected by means of WPA Forms 241, 256, or 259 shall be submitted to the Director of Personnel, Division of Administration,

Washington, D. C. Instructions relating to the preparation and routing of WPA Form 257 are set forth on pages 1.5.038-1.5.039.

Personal-History Summary, WPA Form 258.—This form shall be used to summarize the qualifications of position applicants and active employees in an occupational classification file (see instructions on pages 1.5.018-1.5.020).

Notice of Personnel Action (Other Than Appointment or Separation), WPA Form 259.—This form shall be used to prepare notices to employees of in-service personnel actions such as administrative salary increase, administrative salary decrease, promotion, demotion, transfer, etc. (see instructions on pages 1.5.047-1.5.048).

Individual Earnings Record—Appointive Employees, WPA Form 507b.—This form shall be used to maintain a record of (1) the earnings of appointive employees, (2) the leave granted and taken by such employees, and (3) in-service actions affecting such employees (see instructions on pages 1.5.082 and 4.2.013-4.2.014).

Oath of Allegiance, WPA Form 607.—This form shall be used for the oath required to be taken by each appointive employee inducted into the Federal service (see instructions on page 1.5.035).

Affidavit Required by the Emergency Relief Appropriation Act, Fiscal Year 1941, WPA Form 608.—This form shall be used to obtain from appointees, affidavits (1) of citizenship, (2) that they do not and will not advocate or hold membership in any organization that advocates the overthrow of the Government of the United States, and (3) that they are not aliens, nor Communists, nor members of any Nazi Bund organization, and that they will not become Communists or members of any Nazi Bund organization during any time they may be paid from funds appropriated to the Work Projects Administration (see instructions on page 1.5.035).

Pay Roll for Personal Services, Standard Form 1013.—This form shall be used for the preparation of pay rolls for appointive employees (see instructions on pages 1.5.082 and 4.2.032-4.2.034).

PART II. CLASSIFICATION OF APPOINTIVE POSITIONS

All appointive positions of each State Work Projects Administration, with the exception of the position of State Work Projects Administrator, shall be classified in conformity with the class specifications and class titles prescribed in the Manual of Tentative Class Specifications for Appointive Positions of State Work Projects Administrations (hereinafter referred to as the "Manual of Class Specifications").

Classification
of Appointive
Positions.

Compensation schedules for the class specifications and titles contained in the Manual of Class Specifications are provided in the Appointive Classification Schedule prescribed in General Order No. 2, Revised, of the Work Projects Administration and in revisions or amendments thereto (see appendix C). States are classified in the Appointive Classification Schedule into "A" and "B" schedules designed to provide for salary differentials in the various sections of the country.

—Compensation
Schedules

Instructions relating to the use of the Manual of Class Specifications are provided therein. Instructions relating to the classification of appointive positions to the appropriate ACS grades and class titles prescribed in the Manual of Class Specifications, and to the maintenance of position classifications, are set forth in this part.

—Use of Manual
of Class Spec-
ifications.

A position created for the duration of a specific job or installation, the duties of which are to perform, or assist an apprentice, helper, or journeyman in performing work in a recognized trade or craft, or in skilled, semiskilled, or unskilled labor, and where the incumbent is to be paid on an hourly rate basis, shall not be subject to classification. Such positions shall not be established for periods in excess of 60 days.

—Positions
Not Subject to
Classification.

Classification Authorization

The classification of each appointive position to the appropriate ACS grade and class title provided in the Manual of Class Specifications shall be the responsibility of the Director of the Division of Administration. In no instance shall the grade or class title of a classified position be changed without his prior authorization. The effective date of an appointment to a new or revised position may not predate receipt of the position classification information by the State Administrator.

Classification.
—Responsi-
bility.

Additional identical positions (see definition on page 1.5.004) may be created and filled by authorization of the State Administrator without prior review by the Director of the Division of Administration. Authorization of such a position shall be effected by the State Administrator by means of *Position Classification Sheet*, WPA Form 252 (see pages 1.5.011-1.5.013). Each such position shall be assigned a new position number in the established numerical sequence and shall be classified at the ACS grade and class title of the approved position to which such new position is additional identical. Authorizations on WPA Form 252 for additional identical positions shall be submitted to the Director of the Division of Administration in accordance with the instructions on pages 1.5.011-1.5.013. Such authorizations will be reviewed by the Director of the Division of Administration, who will notify the State Administrator of any questions regarding the classification which may develop from such review. See page 1.5.044 for salary policy on additional identical positions. It shall not be necessary to establish an additional identical position to replace an employee on final annual leave. With this exception only, not more than one person may be assigned concurrently to the same position. For appointments under these circumstances the copies of WPA

—Additional
Identical
Positions.

Form 257 which are forwarded to the central office recording the new appointment shall show under remarks the date the previous incumbent entered on final annual leave as well as the date of his termination.

— —Limitations.

In order to be "identical," positions must be identical not only in their duties and tasks but also in their responsibilities and authorities. Therefore, an additional identical position shall not be authorized by the State Administrator where it would result in the transfer to or sharing by the new position of responsibilities and authorities (as distinguished from duties and tasks) which are charged to the particular position to which the new position is additional identical. This limitation shall not apply, however, where an additional identical position is created for the performance of the responsibilities and duties of another position while the incumbent of that position is on extended leave. Care also shall be taken in establishing a position as additional identical to a position involving peculiarly specialized or individualistic duties and tasks, as in such cases it is generally impossible for the positions to be identical in all respects. Should it become necessary for an employee to assume the duties of another employee absent on leave without pay or on annual, sick, or military leave for a period of less than 120 days, the employee shall assume those duties by detail with no change in grade, and he shall not forfeit any benefits to which he may be entitled in his regular position. Should it become necessary to maintain the same number of employees during that period, an additional identical position may be established for the lowest grade position vacated by virtue of such detail or chain of details.

An additional identical position created for the performance of the duties of an employee on extended leave shall be vacated promptly upon return of the employee on leave, provided that the incumbent may be retained on the pay roll for the purpose of liquidating any accrued annual leave. However, as provided on page 1.5.060, a temporary appointment to any position may not be extended for the purpose of granting annual leave.

—Procedure Reference.

Instructions relating to the procedure to be followed to secure the classification of a position by the Director of the Division of Administration are set forth on pages 1.5.011-1.5.013. Notice of the reinstatement of a position shall be given to the central office on the *Personnel Record Duplicate*, WPA Form 257, reporting the personnel action involved (see pages 1.5.038-1.5.039).

—Requests for Review of Authorization.

In the event the State Administrator is of the opinion that a position has not been allocated to the proper grade, he may request the Director of the Division of Administration to review the classification. Each such request shall state in detail the factors upon which the State Administrator bases his request.

—Duration.

Position classifications authorized shall be effective, unless specifically revoked, as long as the need for the position exists and there is no change of duties warranting a new classification of the position, provided that the classification of a position which is vacant for more than 120 consecutive days shall be rescinded automatically but may be reinstated at the discretion of the State Administrator.

Reinstatement of Positions.

A position which has been superseded by another position or which has been so affected by the creation of a new position that the duties and responsibilities are changed may not be reinstated without prior authorization from the Director of the Division of Administration. An abolished position which has not been affected by the creation of new positions nor superseded by another position may be reinstated without prior authorization of the Director

of the Division of Administration. In these latter cases, the copies of WPA Form 257, which are forwarded to the central office, recording the appointment, shall show after the position number, the word "Reinstated" and shall show under remarks a brief statement as to the reason for reinstatement.

The ACS grade and class title of each classified position shall be used on all official documents and records relating to personnel, budget, and pay roll processes concerning the position. This requirement shall not be construed, however, as precluding the use of functional titles in official correspondence, procedural instructions, etc., in cases where the class title of a given position is not sufficiently indicative of the administrative and organizational responsibilities vested in the incumbent of the position. Functional titles may continue in effect as heretofore. Functional titles for certain positions in State Work Projects Administrations are set forth in chapters 1, 2, and 3 of this volume, and elsewhere in WPA regulations.²

—Use of ACS
Grade and
Class Title.

²See appendix A, item 5-1.

Added Apr. 9, 1942

POSITION CLASSIFICATION SHEET, WPA Form 252

Position Classification Sheet, WPA Form 252, shall be used by State Work Projects Administrations to request the classification of an appointive position. Requests for classification action shall be submitted on WPA Form 252—

Position Clas-
sification
Sheet.

—Use.

1. When it is proposed to establish a new position, including additional identical positions.
2. When there is a material change in the duties of an existing position.
3. In any other case when the review of a position classification is desired; e.g., where the classification of the position is based upon a misstatement of the duties of the position.

The standard terms which shall be used to identify position classification requests on WPA Form 252 are listed and defined on pages 1.5.003-1.5.005.

—Standard
Term Refer-
ence.

The preparation of *Position Classification Sheets, WPA Form 252*, shall be the responsibility of the State Personnel Officer. A draft description of the duties and responsibilities involved in a position shall originate with the State or district division head concerned, and shall be submitted to the State Personnel Officer. The Personnel Officer shall have authority (for the State Administrator) to require further information or to investigate whether the position duties as outlined are actually those which have been described in the draft. The final draft of WPA Form 252 shall be prepared in triplicate and shall be subject to the approval of the State division head concerned prior to submission to the State Administrator for his approval. Upon approval by the State Administrator, the original and first copy shall be submitted to the Director of the Division of Administration, Washington, D. C. The action taken by the Director of the Division of Administration will be indicated on the first copy, which will be returned to the State Administrator. Forms which concern positions requiring the approval of the Regional Director, shall be submitted by the State Administrator to the Regional Director, who shall either approve and forward to the central office or disapprove and return to the State Administrator.

—Routing

Detailed instructions relating to the preparation of WPA Form 252 are as follows:

—Preparation.

Heading.—Enter the name of the State and the position number in the spaces provided. The space provided for "Code No." shall be left blank.

Position numbers shall be assigned by the State Personnel Officer from a single numerical sequence. A new position number shall be assigned to each request on WPA Form 252.

Item 1.—Refer to definitions on pages 1.5.003-1.5.005 to determine which block(s) shall be checked; e.g., if the request sets forth a change in duties or relocation of an existing position with a change in duties, check the blocks entitled "New position" and "Change in duties" or "Relocation of position." Check the block entitled "Other" if none of the terms provided explain the reason for submission of the request.

In the adjoining column, enter the information called for on the line(s) opposite the block(s) checked. Where a new position is to be temporary, or where an additional identical position is involved, enter the calendar period for which it is proposed that the position shall be retained. Where the block entitled "Other" is checked, explain reason for submission of sheet; e.g., reclassification request, and enter the number of the existing position.

The block entitled "Classification by central office" shall be left blank.

Item 2.—In cases where the request involves "Change in duties," "Relocation of position," or "Reclassification," enter the name of the employee involved; otherwise, leave blank.

Item 3.—Where an employee is named under item 2, enter the employee's present basic salary in this space; otherwise, leave blank.

Federal Works Agency WPA Form 252 (Revised)	FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION POSITION CLASSIFICATION SHEET	State _____ Position No. _____ Code No. _____ (Leave blank)
1. Check appropriate block(s) and give information requested for each item checked:		Classification by central office _____ (Classification title) Grade _____ Specification No. _____ Authorized: _____ (Signature) Date _____
<input type="checkbox"/> New position _____ (Temporary or permanent)		
<input type="checkbox"/> Additional—identical _____ (Grade, title, and number of position with which identical)		
<input type="checkbox"/> Change in duties _____ (Nature of change and former position number)		
<input type="checkbox"/> Relocation of position _____ (Number and previous location of position—division—section—unit)		
<input type="checkbox"/> Other _____ (Explain reason for submission of sheet)		
2. Employee _____ (Last name) _____ (First name) _____ (Initial)		
3. Present salary, \$ _____		
4. Proposed class title _____ 5. Grade _____ 6. Specification No. _____		
7. Functional title _____		
8. Location of position _____ (State or district office) _____ (Division) _____ (Section) _____ (Unit)		
9. Official station _____		
10. Description of duties and responsibilities: (Read very carefully.) Describe accurately and completely each task performed, stating the most important tasks first, and the less important following in order. Include titles and code numbers of forms involved in work. Use a separate paragraph for each task, and number the paragraphs. In the column at the right state the estimated percentage of the total time required for each task. The grade for this position will be determined on the basis of this description; therefore, it is imperative that this classification sheet be so prepared that it will show exactly what the incumbent will be required to do and how he will do it. Be complete—use all space provided on this sheet and extra page(s) if necessary. If extra pages are used, please staple them to this sheet.		
		Estimated percentage of time _____
(If more space is required continue on plain paper and staple to this form)		

Front

11. List names, grades, and titles of employees to be supervised by incumbent (if more than ten (10) omit names, but list the number in each grade and title separately:	
12. If any part of the work of the incumbent is reviewed for any purpose, give name, grade, and position number of the reviewer:	
(Name) _____	(Grade) _____ (Position number) _____
13. Give name, grade, and number of position occupied by immediate supervisor:	
(Name) _____	(Grade) _____ (Position number) _____
14. Check those of the following statements which apply to this position:	
SUPERVISION RECEIVED <input type="checkbox"/> Incumbent receives immediate supervision. <input type="checkbox"/> Incumbent receives general supervision. <input type="checkbox"/> Incumbent is under technical supervision. <input type="checkbox"/> Incumbent's work is laid out by others. <input type="checkbox"/> Incumbent's work is reviewed (not technically). <input type="checkbox"/> Incumbent's work is technically reviewed. <input type="checkbox"/> Incumbent does not make work decisions. <input type="checkbox"/> Incumbent must make routine work decisions. <input type="checkbox"/> Incumbent must make important work decisions. <input type="checkbox"/> Incumbent must make policy decisions.	SUPERVISION EXERCISED <input type="checkbox"/> Does not involve supervision of others. <input type="checkbox"/> Immediate supervision of others. <input type="checkbox"/> General supervision of others. <input type="checkbox"/> Technical supervision of others. <input type="checkbox"/> Lays out work for others. <input type="checkbox"/> Reviews work of others (not technically). <input type="checkbox"/> Technical review of work of others. JOB CHARACTERISTICS <input type="checkbox"/> Work requires long training on the job. <input type="checkbox"/> Work requires use of _____ (kind) machines.
15. If request involves change in duties, relocation of position, or reclassification, give actual qualifications (education, training, experience, etc.) of employee; otherwise, state qualifications necessary for work:	
EDUCATION OF INCUMBENT (For unfilled position, state required education)	
Common school: Years attended _____ College: Name _____ Major subjects _____ Trade or business school: _____ Now in school: Name _____	High school: Years attended _____ Degrees _____ Years attended _____ Degrees _____ Courses _____
EXPERIENCE OF INCUMBENT (For unfilled position, state required experience)	
State first employee's present position and work back, giving dates by year. Include at least 10 years if he has had that much experience.	
16. I hereby certify that a complete and accurate description is set forth herein of the scope and character of the work involved in this position:	
Date _____	(Signature) _____ (Requesting officer)
17. Administrative approval:	
Date _____	(Signature) _____

Back

Items 4, 5, and 6.—Enter the proposed class title, ACS grade, and specification number. These entries shall be determined in accordance with the instructions provided in the Manual of Class Specifications.

Item 7.—If a functional title has been established for the position, enter such title in this space.

Item 8.—Describe the location of the position as to State or district office, division, section, and unit.

Item 9.—Enter the official station.

Item 10.—Read carefully the instructions provided on form with respect to this item. The description of the duties and responsibilities of the position should be correct, complete, clear, and concise. In the case of an additional identical position, however, this space shall be used instead to state whether the position is created (1) for the performance of duties and responsibilities of an employee on extended leave or (2) because of an increase in the volume of the particular type(s) of work involved.

Items 11, 12, and 13.—Self-explanatory.

Item 14.—Study subitems carefully and enter check marks in the appropriate blocks. Blank spaces are provided under subitem entitled "Job characteristics" for entering characteristics not otherwise shown.

Item 15.—Where the request proposes reclassification of a position currently occupied (e.g., where "Change in duties," "Relocation of position," or "Reclassification" is proposed), enter under this item the actual qualifications of the employee. In all other cases enter the qualifications necessary for the work.

Item 16.—The spaces provided shall be used to show the date on which signed and the signature and title of the requesting officer.

Item 17.—Spaces are provided for administrative approvals, including those of the State Personnel Officer and the State Administrator.

Revised Apr. 9, 1942

Maintenance of Position Classifications

Maintenance of Position Classifications.

The classification of positions in accordance with class specifications and class titles does not restrict the authority of administrative officers to change the duties and responsibilities of employees. However, where the duties and responsibilities of an employee are changed, it is essential that thorough consideration be given to the effect of the changes upon the classification of the position held by the employee. The successful maintenance of the position classification system necessitates continuing realization by supervisory personnel of State Work Projects Administrations of their responsibility for the proper classification of the positions under their supervision.

—Changes.

In every instance where a material realignment of duties and responsibilities of an employee is contemplated or effected by extraneous circumstances, *Position Classification Sheet*, WPA Form 252, shall be executed in accordance with the instructions on pages 1.5.011-1.5.013. In addition to specific changes of duties and responsibilities, other factors that may warrant reallocation of a position are (1) a change in the number or types of employees supervised, (2) a change in the kind or degree of supervision received or exercised, (3) reorganization of work as a result of new work methods or new functions, (4) a change in the character or difficulty of the work, etc.

—Effect on Other Classifications.

In reviewing requests for personnel actions, State Personnel Officers shall consider the effect of the action on associated positions and shall initiate reconsideration of the classifications of such associated positions where warranted. In any case where there is any doubt as to the effect of a change of duties or responsibilities upon the classification of a position, *Position Classification Sheet*, WPA Form 252, shall be prepared and submitted to the Director of the Division of Administration for review and determination of the proper classification.

—Reporting Details.

Each State Administrator shall require supervisory officers to report details of employees promptly to the State Personnel Officer. No detail shall be effected for more than 120 days. The term "detail" is defined on page 1.5.005.

In order to insure continuing awareness on the part of supervisory personnel of their position classification responsibilities, State Administrators shall require periodic certifications from section or division heads substantially as follows:

—Certification as to Continued Status.

This is to certify that the duties and responsibilities of employees under my supervision conform to the job descriptions on *Position Classification Sheet*, WPA Form 252, which determined the allocation to ACS grades and class titles of the positions they hold.

Such certifications shall be required quarterly beginning September 1940, on an attendance or time report which shall be submitted to the State Personnel Officer.

Revised Apr. 9, 1942

PART III. APPLICATIONS AND PERSONAL-HISTORY STATEMENTS

Persons seeking employment with a State Work Projects Administration and all employees of each State Administration shall be required to provide the State Personnel Officer with personal-history statements. Such personal-history statements shall be prepared on *Application for Employment*, WPA Form 251. Changes in personal histories shall be reported by employees on *Employee Personal-History Change*, WPA Form 254. Instructions relating to the use and preparation of WPA Forms 251 and 254 are set forth in this part, together with instructions relating to *Personal-History Summary*, WPA Form 258.

Applications
for Positions.

APPLICATION FOR EMPLOYMENT, WPA Form 251

Personal-history statements shall be prepared in duplicate on *Application for Employment*, WPA Form 251. In the case of persons applying for employment in appointive positions at the State office of the State Administration, the original and duplicate copy of the executed WPA Form 251 shall be submitted to the State Personnel Officer. Persons applying for employment at district offices shall submit their applications on WPA Form 251 to the District Manager or his authorized representative, and the original, together with the District Manager's comments, shall be forwarded to the State Personnel Officer regardless of whether the applicant is being considered for an immediate appointment.

Application
for Employment,
WPA Form 251.

Applicants for positions shall be instructed to prepare WPA Form 251 carefully and to bear in mind, if no action is taken, that the application will remain in force for 1 year only and should be renewed at the end of such period if the applicant desires to remain available for consideration. It should be pointed out to each applicant that his statements in the space provided to

—Care in
Preparation.

Federal Works Agency WPA Form 251 Revised 4/1/40		FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION			
APPLICATION FOR EMPLOYMENT					
Name <small>(Print last name first. Women should indicate titles of WPA and use when given name)</small> _____ <small>(If WPA use "WPA" and use when given name)</small> _____ <small>(Date)</small> _____					
Home address <small>(R. F. D. or street address)</small> _____ <small>(City or post office)</small> _____ <small>(State)</small> _____ <small>(Phone number)</small> _____					
Present address _____ <small>(Phone number)</small> _____					
Position desired _____			Location desired _____		
Will you accept a temporary appointment? _____			Will you accept a position involving constant travel? _____		
When could you report for duty if appointed? _____			You may indicate a minimum annual salary if you wish \$ _____		
EDUCATION	High school	Location _____	Years attended _____	Graduate? _____	Date left _____ Honors _____
	College	Location _____			Degree _____
	Other	Location _____			Degree _____
	Other	Location _____			Degree _____
	Indicate number of credits in subjects in which you have 12 or more semester hour credits: _____				
List collegiate fellowships, scholarships, and scholastic honors: _____					
In the following blanks, give a complete record of all employment you have had including government employment, both civil and military. Account for all major periods of unemployment. Begin with your present or last position and work back.					
EXPERIENCE	Present employer		From _____	Show beginning, highest, and last annual salary	name of position, description of duties, reason for leaving. For Government show civil service status and service rating.
	Address _____		To _____	\$ _____	
	May we consult your present employer? _____				
	Previous employer		From _____	\$ _____	
	Address _____		To _____		
				\$ _____	
Address _____		To _____			
If more space is required, you may continue on page 4. Arrange as above.					

QUALIFICATIONS	If you are an applicant for a position requiring a license indicate that you hold such license.				
	When and where were you licensed? _____				
	When and where have you practiced? _____				
	What was the nature of your practice? _____				
	What office machines do you operate skillfully? _____				
	What office machines do you operate fairly well? _____				
	If qualified in stenography or typing, state speed in words per minute: Dictation _____ Typing _____				
	List names of any professional societies of which you are a member _____				
	List the Federal civil service examinations for which you ever made application: _____				
	Title of examination		Approximate date of examination	Were you accepted?	Did you pass?
_____		_____	_____	_____	
_____		_____	_____	_____	
PERSONAL	United States citizen? _____	Race _____	Age _____	Date of birth _____	Place of birth _____
	Yes _____ No _____				Male _____ Female _____
	Height _____	Weight _____	Do you have a physical handicap or defect which might prevent a normal performance of duties? Yes _____ No _____ Explain any handicaps you may have _____		
	ft. _____ in. _____	lb. _____			
	Single _____	Widowed _____	Number of dependents: { Full _____	How related? _____	
	Married _____	Divorced _____	Partial _____		
	In an emergency who shall be notified? _____		Address _____	Phone _____	How related? _____
	or _____		Address _____	Phone _____	How related? _____
	Of what State are you a legal resident? _____ County? _____				
	How long immediately preceding date hereof have you continuously been a legal resident of the State? _____				
Do you have a certified relief status? Yes or No _____					
Are you a veteran, wife of a disabled veteran, or widow of a veteran? Yes or No _____					
Are you receiving an annuity from the Federal Government under the Retirement Act? Yes or No _____ If Yes give \$ (annual rate) _____					
Are you now an officer or director of any firm, corporation, or association having any kind of contract with the Work Projects Administration? Yes _____ No _____					
MISCELLANEOUS	Have you ever been arrested, indicted, or convicted for any violation of law other than a minor traffic violation? _____				
	If so, state date, name of court, nature of offense, and disposition of case _____				
	Are you related to any person now in the employ of the United States Government, or of the Government of the District of Columbia? Yes _____ No _____				
	Member of your immediate household? Yes _____ No _____				
	If the answer is Yes to either question, give:				
	Name _____	Relationship _____	Residence address _____	By whom and where employed _____	
	_____	_____	_____	_____	
	_____	_____	_____	_____	
	_____	_____	_____	_____	
	_____	_____	_____	_____	

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REFERENCES	Give the names and addresses of five persons other than relatives or employers who have knowledge of your character, experience, and ability.		
	Name _____	Occupation _____	Name and address of firm with whom connected _____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
You may indicate in the space below experience and training you have had which in your opinion would qualify you for the position you seek.			
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>			
If more space is required, continue on back or add a sheet			
I hereby certify that the information given herein is true and correct to the best of my knowledge and belief.			
(Signature of applicant)			
(Sign your first name in full, your middle initial or initials, if you have any, and your surname in full)			

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show "* * * experience and training you have had which in your opinion would qualify you for the position you seek" will be given careful consideration and, if other qualifications are equal, may prove to be the factor on which an offer of employment will be based.

Each applicant shall be advised that his statements will be investigated and that the fraudulent misrepresentation of a material fact will bar him from consideration for employment and may subject him to the provisions of the Emergency Relief Appropriation Act which provides that "Any person who knowingly and with intent to defraud the United States makes any false statement in connection with any application for * * * employment * * * under the appropriations in this joint resolution * * * shall be deemed guilty of a felony and fined not more than \$2,000 or imprisoned for not more than two years, or both."

—Truthfulness.

Applications for employment on WPA Form 251 shall be filed by the State Personnel Officer in accordance with the instructions on pages 1.5.079-1.5.080. A summary shall be prepared on *Personal-History Summary*, WPA Form 258, for each applicant who possesses the type(s) of abilities required by the State Administration. (see pages 1.5.018-1.5.020.

—Filing and Summarizing.

All applications shall be acknowledged if possible. Applicants who are not legal residents of the State should be advised of the provision of the Emergency Relief Appropriation Act requiring that "Appointments * * * in any State shall be made from among the bona fide citizens of that State so far as not inconsistent with efficient administration." An applicant who is an officer or director of a firm, corporation, or association having any kind of contract with the Work Projects Administration should be advised that he cannot be considered for appointment unless he can and does offer definite assurance that should an appointment be tendered he will resign the office or directorship in question or that the contract in question can and will be canceled. Similarly, an applicant who is currently employed by a State or local governmental agency should be advised that he cannot be considered for appointment unless he offers definite assurance that he will resign such employment if he is appointed to a position with the State Work Projects Administration (see page 1.5.030 for statement of policy and exception).

—Limitation on Applications.

In cases where an application is received from a person who appears to possess qualifications for project supervisory employment, the State Personnel Officer also shall advise the applicant to file an application with the Division of Employment.

—Filing for Project Supervisory Positions.

Normally, a person being considered for appointment 6 months or more after having filed application shall be required to bring his personal-history statement up to date. Similarly, a person who has been separated from the service and who is being considered for reinstatement should be required to bring his personal-history statement up to date where the break in service involved a period of 6 months or more. Instructions relating to the reporting of personal-history changes by employees are set forth on pages 1.5.021-1.5.022.

—Six-Month Resubmission.

PERSONAL-HISTORY SUMMARY, WPA Form 258

Personal-
History
Summary,
WPA Form 258.

Personal-History Summary, WPA Form 258, shall be used by State Personnel Officers to summarize the qualifications of position applicants and active employees in an occupational classification file which shall be used in selecting candidates for vacant positions. WPA Form 258 shall be prepared for each applicant for employment with a State Administration who possesses the type(s) of abilities required by the State Administration and shall also be maintained for each active employee of each State Administration.

—Filing.

The WPA Forms 258 shall be maintained in a single file, the major subdivisions of which shall be broad occupational groupings. Within such groupings, the forms shall be filed alphabetically by name.

Name <i>Miss. John</i>		Sex <i>M</i>	Race <i>W</i>	Occupational group <i>Engineering Civil, Hydraulic</i>	Certified <input type="checkbox"/> Current employee <input type="checkbox"/>
Street address <i>715 W 3d</i>		Telephone No. <i>39813</i>		Other occupational group: <i>Administration Purchasing</i>	Military preference <input checked="" type="checkbox"/> Former employee <input type="checkbox"/>
City <i>Middletown</i>	State <i>Ohio</i>	Types of experience: <i>2 yrs Civil 3 yrs Hydraulic 2 yrs Purchasing Agent (Govt)</i>			
Legal residence <i>Ohio</i>					
Date of birth Month <i>2</i> Day <i>10</i> Year <i>04</i>	School 1 2 3 4 5 6 7 8 9 10 11 12	College 1 2 3 4 5 6 7	Major college course <i>Civil</i>	Degrees <i>CE</i>	Year <i>32</i>
Business or trade school 1 2 3 4	Type training	Licenses <i>CE</i>			
Married <input checked="" type="checkbox"/> Single <input type="checkbox"/>	Currently employed? <i>No</i>	Indicated minimum salary <i>\$2400</i>			
Physical condition <i>OK</i>					
Comments:					
<i>LS</i> <i>4-1-40</i> (Initials) (Date)					
Federal Works Agency WPA Form 258		FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION PERSONAL HISTORY SUMMARY			

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REFERRALS:		
Date	Division	Remarks

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—Classifica-
tion.

The requirements for the preparation of WPA Form 258 are mostly self-explanatory. The space entitled "Occupational group" shall be used to enter the general type of work for which the individual is primarily qualified. A suggested list of broad occupational groupings is provided below. In view of the broadness of these groupings, it will be necessary in most instances also to indicate in the space entitled "Occupational group" the particular field(s) within the group for which the individual is qualified. Examples of the fields within each of the occupational groups are included in the following list.

Suggested Occupational Groupings.

— Groupings.

1. *General Clerical.*
 - (a) File, records, mail, correspondence, coding, proofreading, editorial
 - (b) Purchasing, stores, and supplies
 - (c) Employment jobs (nonadministrative)
 - (d) Professional and service jobs (nonadministrative)
 - (e) Field examination
 - (f) Editorial, exhibits, and information
2. *Stenography and Typing.*
3. *Office Appliance Operation, Telephone, Mimeograph, Multigraph, and Other Office Appliances.*
4. *General Administrative.*
 - (a) Administrative officers
 - (b) Directors of divisions
 - (c) Assistant directors of divisions
 - (d) Personnel officers
 - (e) Information officers
 - (f) Executive assistants
5. *Accounting, Auditing, and Examining.*
 - (a) Accountants
 - (b) Fiscal examiners
 - (c) Auditors
 - (d) Claims
6. *Statistics and Economics.*
 - (a) Statisticians
 - (b) Business economists
 - (c) Home economists
 - (d) Research and records (Division of Professional and Service Projects)
7. *Engineering.*
 - (a) Civil
 - (b) Safety
 - (c) Architectural
 - (d) Electrical
 - (e) Mechanical
8. *Mechanical, Construction, and Custodial.*
 - (a) Building trades
 - (b) Motor-vehicle operators
 - (c) Messengers
 - (d) Janitors
 - (e) Sewing
 - (f) Mechanics
9. *Social Work.*
 - (a) Visitors
 - (b) Interviewers
10. *Others.*

Where an individual possesses adequate qualifications for more than one general type of work, a separate WPA Form 258 shall be prepared for the individual for each occupational grouping under which he is qualified. The alternative grouping(s) shall be shown on each form in the space entitled "Other occupational group."

—Multiple Listings.

—Indicating
Preferences.

The blocks entitled "Certified," "Military preference," "Current employee," and "Former employee" shall be used to indicate the present status of the individual and the preferences, if any, to which he may be entitled in accordance with the policies outlined on pages 1.5.026-1.5.027. Entries in these blocks should be made in pencil so that they may be conveniently changed as the status or preferences of the individual change.

—Recording
Referrals and
Actions.

Spaces are provided on the reverse side of the form for use in maintaining a record of the referrals of the individual as a candidate for vacant positions. When an applicant receives an appointment or an employee is promoted, demoted, transferred, etc., a memorandum record of his current status should be entered on the appropriate line in the column entitled "Remarks."

EMPLOYEE PERSONAL-HISTORY CHANGE, WPA Form 254

Employee Personal-History Change, WPA Form 254, is provided for use by appointive employees to report personal-history changes, such as change of address, marital status, legal residence, education, etc., which affect their personal-history records as filed with the State Personnel Officer. Employees shall be instructed to report such changes promptly. At least once each 6 months the State Personnel Officer shall circulate notices among all appointive employees requesting that changes in personal histories be reported promptly.

Employee
Personal-
History
Change,
WPA Form 254.

Federal Works Agency WPA Form 254	FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION
EMPLOYEE PERSONAL HISTORY CHANGE	
Date _____	
To: Personnel Officer	
Name _____	
Title _____	
Division, section, and unit _____	
Official station _____	
Moved: New address _____	
Telephone _____	
Marital status change _____	Exp. _____
Name of husband (or wife) _____	
Husband (or wife) Government employee? _____	Agency? _____
New name for pay-roll purposes _____	
Dependents: New number—complete _____ partial _____	
Legal residence changed to _____	
Military preference status changed to _____	
New skills acquired _____	
Education: Courses taken, new degrees (give dates and school) _____	
Signature of employee _____	

Employee Personal-History Change, WPA Form 254, shall be prepared in duplicate by the employee. The original shall be submitted to the State Personnel Officer, and the copy may be retained in the appropriate divisional office. Entries on WPA Form 254 shall be made in accordance with the following instructions:

—Preparation.

Date.—Enter the date on which the form is prepared.

Name.—Enter the full name, stating the last name first; e.g., "Brown, John W." Where a woman employee is reporting a change of name pursuant to a change in marital status, the entry on this line shall be the name shown on the last previous pay roll.

Title.—Enter the title of the position.

Division, Section, and Unit.—Enter the names of the division, section, and unit (and subunit, if appropriate) in which the position is located.

Official Station.—Enter the name of the city or town which is the employee's official station.

Moved.—Check the block provided if the change involves a change of address, and enter the new address and telephone number on the lines provided.

Marital-Status Change.—Check the block provided if a marital-status change is being reported and explain the change (such as "marriage," "separation," "divorce," "death of wife [or husband]," etc.) on the line provided.

If the change reported is "marriage," enter the name of the husband (or maiden name of wife) on the line entitled "Name of husband (or wife)." On the next line, enter "yes" or "no" to question whether "Husband (or wife) Government employee?" If the answer is "yes," enter the name of the agency.

Where a change in marital status involves a change in a woman employee's legal name, she shall report her legal name as changed on the line entitled "New name for pay roll purposes." When a woman employee marries, her husband's surname becomes her legal surname, and such legal surname shall be used for pay roll purposes. Such changes of name shall be reported to the central office by the State Personnel Officer on *Personnel Record Duplicate, WPA Form 257* (see pages 1.5.038-1.5.039).

Dependents.—Check the block provided if the change involves a change in the number of persons dependent upon the employee for support. Enter the new number in the space provided and state in the following spaces the number dependent for "complete" support and the number dependent for "partial" support.

Legal Residence.—Check the block provided if there has been a change of legal residence and state the new legal residence on the line provided.

Military Preference.—This item is provided for reporting changes in military preference status. The reason for the change shall be stated; e.g., a woman may acquire military preference upon the death of a husband who was entitled to such preference, or as the result of such husband becoming incapacitated.

New Skills Acquired.—Check the block provided if new skills have been acquired, such as ability to operate an office machine, and enter the type(s) of skills acquired on the line provided.

Education.—Check the block provided if additional educational training has been acquired, and state the nature of the training and new degrees secured, if any, giving dates and school attended. Such information, together with information as to new skills acquired, will insure adequate consideration of the employee's qualifications for promotion or other personnel transactions.

Signature.—Space is provided at the bottom of the form for the signature of the employee.

PART IV. APPOINTMENT POLICIES AND PROCEDURE

State Work Projects Administrators are authorized to appoint officers and employees of State Work Projects Administrations. This authority may not be delegated and shall be exercised within the limitations imposed by law and policy, and provided—

Appointment
Authority.

—Limitation.

1. Appointments and changes of status of Deputy and Assistant State Administrators shall be subject to the prior approval of the Commissioner of Work Projects. (See page 1.5.050 for approval required for terminations or dismissals.)
2. Appointments and changes of status of directors of the four State divisions, Assistant State Directors of Employment when the State Director is not a qualified social worker, State Administrative Officers, State Statisticians, and State Compensation Officers shall be subject to the prior approval of the Assistant Commissioner concerned. (See page 1.5.050 for approval required for terminations or dismissals.)
3. Appointments to and changes of status in the following positions shall be subject to the prior approval of the Regional Director. (See page 1.5.050 for approval required for terminations or dismissals.)

— —Commis-
sioner's Ap-
proval.

— —Assistant
Commissioner's
Approval.

— —Regional
Director's
Approval.

Administrative Section

State Personnel Officer
State Budget Officer
State Records Officer
State Service Officer

Information Section

State Information Officer

Division of Operations

Assistant State Director
State Safety Consultant
State Supply Manager
District Director

Division of Employment

Assistant State Director*
District Employment Officer

Division of Community Service Programs

State Chief, Project Services Section
State Chief, Public Activities Programs
Section
State Chief, Welfare Programs Section
State Chief, Research and Records Programs
Section
District Director

Division of Finance

Assistant State Director
State Property Accountant
District Finance Officer

District Office

District Manager

*Subject to prior approval of Assistant Commissioner where State Director is not a qualified social worker.

Note.—This regulation shall apply to both regular appointments and appointments on an active basis except where the appointment is intended to be purely temporary in the absence of the regular incumbent. In no case shall such an acting appointment extend beyond 90 days, except upon reclearance in the same manner as for an original appointment. The term "change of status" as used above shall include the following personnel actions only: promotion, transfer, extension of temporary appointment, and change from temporary to indefinite appointment. (See pages 1.5.042-1.5.043 for regulation prescribing that no administrative salary increase shall be granted to the incumbent of any position described above except upon the prior approval of the Regional Director.)

Instructions relating to the requisitioning and selection of personnel for appointive positions and to the procedure to be followed in authorizing appointments are set forth in this part, together with statutory provisions and the policies of the Work Projects Administration which shall be observed in the consideration of applicants and in making appointments. Instructions relating to (1) in-service personnel transactions, such as administrative salary adjustments, promotions, demotions, transfers, etc.; and (2) dismissals and terminations, are set forth on pages 1.5.041-1.5.048 and 1.5.049-1.5.053, respectively.

—Procedure
Summary.

—Definition
Reference.

The standard terms which shall be used in referring to appointment actions are (1) "Appointment," (2) "Reinstatement," and (3) "Temporary appointment" (see definitions on page 1.5.004).

PERSONNEL REQUISITION, WPA Form 255

Personnel
Requisition,
WPA Form 255.

Personnel Requisition, WPA Form 255, is provided for use by officers of State Work Projects Administrations (1) to requisition personnel for appointment to vacant positions, and (2) to recommend in-service actions, such as administrative salary changes, promotions, demotions, etc., excluding suspensions, furloughs, and separations. The instructions in this part with respect to the

Federal Works Agency
WPA Form 265

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

PERSONNEL REQUISITION

Date _____

70: The Personnel Officer

It is requested that you take the necessary steps to complete the action outlined below. The duties and responsibilities of this position remain substantially in conformity with its description as position No. _____

1. Class title _____	5. Functional title _____
2. Grade and salary* _____	6. <input type="checkbox"/> Regular appointment.
3. Division, section, and unit _____	7. <input type="checkbox"/> Temporary { days. months.
_____	8. <input type="checkbox"/> Other _____
9. Official station _____	9. Effective date desired _____ (WOC, WAE, per diem, etc.)

* If travel within official station is necessary and if allowance therefor is to be included in salary, show basic salary and travel identification designation.

This is a request for—

10. ☐ The filling of a new position (if a revised vacant position, state name of last incumbent: _____)

11. ☐ The filling of a position as left vacant by _____ (Name)

12. ☐ An administrative salary { ☐ decrease } for _____ Present salary \$ _____
 { ☐ increase } (Name)

13. ☐ Other _____

Remarks:

Classification Review	Budget Approval	Time Stamp
Class title _____ Grade _____ Position No. _____ Approved by central office <input type="checkbox"/> Yes. <input type="checkbox"/> No.	(Signature of requisitioning officer) _____ _____ _____	(Title) _____ _____ _____

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FOR USE OF PERSONNEL OFFICE ONLY		
Name _____	Home phone _____	
Address _____		
Position _____ Grade _____ Salary _____ Division _____ Section _____ Unit _____ Region _____ State _____ Official station _____	From— To—	Date of birth _____ Legal residence _____ Sex _____ Race _____ To position No. _____ From position No. _____ Future status: _____ Military preference _____ Type employee _____ Subject to retirement _____ Date of oath of allegiance _____
Action _____ Proposed EOD date _____ Remarks: _____		
Approvals: _____ _____ _____ _____	Authorization: _____ _____ The personnel action described above is hereby authorized. _____ <div style="display: flex; justify-content: space-between;"> (Administrator) (Date) </div>	
I certify that the above-named employee entered on duty on _____ (Date) _____ <div style="display: flex; justify-content: space-around; margin-top: 10px;"> _____ (Signature) _____ (Title) </div>		

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preparation and submission of WPA Form 255 deal primarily with its use for the requisitioning of personnel for vacant positions. Instructions relating to the use of the form in connection with in-service transactions are set forth on page 1.5.046.

Each State Administrator shall designate the employees authorized to execute *Personnel Requisition*, WPA Form 255, as requisitioning officers and shall prescribe the channels through which such requisitions shall be submitted to the State Personnel Officer. Entries shall be made on the form by requisitioning officers as follows:

Heading.—Enter the date on which the form is prepared and the number of the position in the spaces provided. — —Heading.

Item 1.—Enter the class title of the position. If the position has not been classified, enter the proposed title. — —Detail.

Item 2.—Enter the ACS grade of the position and the proposed salary (see salary policies on pages 1.5.032-1.5.033). If the position has not been classified, enter the proposed ACS grade. The appropriate travel identification designation shall be included in the entry if the employee will be required to furnish his own means of conveyance for necessary travel within his official station and it is proposed to allow such travel (see pages 1.6.016-1.6.017).

Item 3.—Enter the division, section, and unit in which the position is located.

Item 4.—Enter the name of the city or town which will be the employee's official station.

Item 5.—Enter the functional title, if any, assigned to the position.

Item 6.—Check the block if the action requested is a regular appointment.

Item 7.—Check the block if a temporary appointment is proposed, and enter the proposed duration of such temporary appointment. The entry shall not exceed 3 months.

Item 8.—Check the block if it is proposed that the employee shall be paid on other than an annual salary basis, and state the basis proposed; e.g., "WOC" (without compensation), "WAE" (when actually employed), per diem, etc.

Item 9.—Enter the date on which it is desired that the requested action shall be effective. This date should be anticipated sufficiently in advance to permit the clearances required for authorization of the action.

Item 10.—Check the block if an appointment to a new position is requested. If such new position resulted from reclassification of a vacant position, enter the name of the last incumbent of the reclassified position.

Item 11.—Check the block if an appointment to a vacant position is requested and there is to be no change in the duties performed. Also enter the name of the last incumbent of the position.

Items 12 and 13.—Instructions relating to the entries for these items in connection with proposed in-service transactions are set forth on page 1.5.046.

Remarks.—The requisitioning officer shall use this space to set forth justification for the request and any other information which will be of value to the State Personnel Officer and the State Administrator in considering the request. — —Remarks.

As it is one of the primary functions of the State Personnel Officer to have available lists of candidates best qualified for positions to be filled, it is not contemplated that requisitioning officers will ordinarily nominate specific persons, with the possible exception of positions requiring special qualifications where the requisitioning officer knows of persons possessing the required qualifications. This provision shall not be construed, however, as indicating that the requisitioning officer may not make recommendations concerning promotions or the reinstatement of a former employee who was separated from the service, where the requisitioning officer knows of the qualifications and abilities of the promotable or former employee. —Referral of Qualified Personnel.

Signature.—Space is provided for the signature and title of the requisitioning officer. —Signature.

Selection of Personnel

Selection of Personnel.

Upon receipt of *Personnel Requisition*, WPA Form 255, requesting that an appointment be made to a vacant position, the State Personnel Officer shall be responsible for (1) the review of the propriety of the position classification, (2) the consideration of applicants in accordance with statutory requirements and the policies of the Work Projects Administration, and (3) the proposal of qualified candidates to the requisitioning officer and the State Administrator.

Instructions relating to the procedure to be followed by the State Personnel Officer in the discharge of these responsibilities are set forth below.

—Review of Position Classification.

Review of Position Classification.—The block entitled "Classification review" on the face of WPA Form 255 is provided for use in connection with the review by the State Personnel Officer of the classification of the position in question. In reviewing the classification, this block shall be used to show the class title, grade, and number of the position as shown on the related *Position Classification Sheet*, WPA Form 252, and to indicate whether the position has been classified by the central office (see pages 1.5.009-1.5.014).

—Use of "Budget Approval" Block.

The block entitled "Budget approval" is provided for use in those States in which the State Administrator may require that the requisition be submitted to a budget control officer in order to insure that funds are available for the action proposed.

The block entitled "Time stamp" is provided for the use of the State Personnel Officer.

—Consideration of Applicants.

Consideration of Applicants.—The primary consideration of the State Personnel Officer in the selection of candidates to be recommended for appointments shall be the qualifications of the persons available. Limitations imposed by law and policy which shall be observed in the consideration of applicants and in making appointments are set forth on pages 1.5.029-1.5.031. No person who is eligible and qualified by training and experience for the position in question shall be discriminated against on account of race, creed, color, or membership in any organization.

—Legal Provision.

A Federal statute provides that persons honorably discharged from the military or naval service by reason of disability incurred in the line of duty shall be given preference in making appointments, provided they are qualified. Subject to this provision, preference shall be given to honorably discharged soldiers, sailors, and marines, and widows of such, and to the wives of injured soldiers, sailors, and marines, who themselves are not qualified, but whose wives are qualified to hold such positions, such preference to be accorded where the qualifications of the candidates being considered are equal.

—Order of Consideration.

In selecting candidates to be recommended for vacant positions, the State Personnel Officer shall give consideration to all qualified persons available, including current employees and former employees who possess the required qualifications. Except where the State Personnel Officer may be in possession of contrary information, all persons in the following classes who possess the required qualifications shall be considered as applicants and shall be given preference in filling vacant positions in the order listed, subject to the provisions of the statutory requirement quoted above.

1. Qualified persons currently holding appointive positions.
2. Qualified persons previously employed in appointive positions by the State Administration who were separated due to reductions in force, including persons on furlough.

3. Certified persons who are qualified.
4. Noncertified persons assigned to projects or Supply Section.
5. Qualified persons previously employed in appointive positions by the State Administration who were separated by resignation.

In order to insure consideration of certified persons who appear to possess the qualifications necessary for employment in appointive positions, the Division of Employment will obtain *Application for Employment*, WPA Forms 251, from such persons and forward them to the State Personnel Officer. Where an applicant claiming certified status is being considered for appointment, the State Personnel Officer shall request the Division of Employment to advise whether the applicant is currently certified.

— —Consideration of Certified Persons.

Presentation of Candidates.—After consideration has been given to all qualified applicants, the State Personnel Officer shall present to the requisitioning officer files of the best qualified candidates, indicating the preferences, if any, to be accorded as provided by law and policy, and also the comparative qualifications of the candidates. The State Personnel Officer also shall submit to the requisitioning officer a copy of the *Application for Employment*, WPA Form 251, of each of the candidates nominated, except where the requisitioning officer is a District Manager and is in possession of copies of the applications of the candidates recommended. The requisitioning officer should retain the copy of the successful candidate's application and return the others to the State Personnel Officer.

—Presentation of Candidates.

Upon agreement as to the candidate to be recommended to the State Administrator for appointment to the position, the State Personnel Officer shall complete the reverse side of the *Personnel Requisition*, WPA Form 255, preparatory to submitting the recommendation to the State Administrator. The entries to be made by the State Personnel Officer are as follows:

— —Completion of WPA Form 255.

1. The name, address, and home telephone number of the proposed appointee shall be shown in the spaces provided.
2. The proposed appointment status of the individual as to position (class title), grade, salary, division, section, unit, region, State, and official station shall be shown in the block provided under the heading "To." (The space under the heading "From" shall be used where an in-service action is proposed.) The salary shall be determined in accordance with the policies outlined on pages 1.5.032-1.5.033.
3. The type of action proposed shall be indicated by entering the appropriate standard term in the space provided; i.e., "Appointment," "Reinstatement," or "Temporary appointment." Where a temporary appointment is proposed, the proposed duration of the appointment (not in excess of 3 months) shall be shown.
4. The space entitled "Proposed entrance on duty date" shall be used to show the date on which it is desired that the action shall be made effective.
5. The space for "Remarks" shall be used by the State Personnel Officer for such comments or information as should be brought to the attention of the State Administrator and which should form part of the permanent record of the transaction. If the action involves the transfer, without break in service, of a person currently employed by another Federal agency, this fact, together with information as to such person's present employment status, should be set forth in this space.

6. Entries in the spaces provided in the columns at the right side of the form shall be made as follows:

Date of Birth.—Enter the employee's date of birth in numerals; e.g., "1-15-01."

Legal Residence.—Enter the name of the State in which the employee has legal residence. If he has no legal residence, enter his domicile.

Sex.—Enter "Male" or "Female," as appropriate.

Race.—Enter "White," "Negro," "Yellow," "Brown," "Indian," or "Mexican," as appropriate.

To Position No.—Enter the number of the position to which the individual is to be appointed.

From Position No.—Leave blank in the case of an appointment action. Where an in-service action such as promotion, demotion, reclassification, reassignment, or transfer is proposed, enter in this space the number of the position from which the employee is to be shifted, and also indicate the future status of the position; e.g., "To be abolished" or "To be filled."

Military Preference.—If the individual is entitled to military preference, enter "Yes." If not, enter "No."

Type Employee.—Enter "Regular," "Temporary," or "Hourly," as appropriate.

Subject to Retirement.—If the individual is subject to the Federal Retirement Act, enter "Yes." If not, enter "No."

Date of Oath.—This space shall be used in appointment actions to enter the date of oath of allegiance (see page 1.5.036).

7. The block entitled "Approvals" is provided for the signature of the State Personnel Officer and such other approvals as the State Administrator may require.

— —Routing
to State
Administrator.

Upon completion of these entries, the requisition shall be submitted to the State Administrator.

Limitations on Appointments Prescribed by Law and Policy

Limitations imposed by law on the consideration of applicants and on appointments are as follows:

Limitations on Appointments.

—Legal.

— —Aliens, etc.

— —Candidate or Holder of Public Office.

— —Hatch Law Violators.

— —Nonlegal Residents.

— —Persons Advocating Overthrow of Government.

— —Person With Other Government Position.

1. The Emergency Relief Appropriation Act, fiscal year 1941, specifically prohibits the employment of aliens, Communists, and members of any Nazi Bund organization or persons who do not make affidavit as to United States citizenship and to the effect that they are not members of any Nazi Bund organization (see page 1.5.035).
2. The act also prohibits the employment of "any person in a supervisory or administrative position who is a candidate for any State, district, county, or municipal office (such office requiring full time of such person and to which office a salary or per diem attaches) in any primary, general, or special election, or who is serving as a campaign manager or assistant thereto for any such candidate." (Note.—See policy of Administration set forth below).
3. No person formerly employed by the Work Projects Administration who was found guilty of and removed from such employment for violation of Public Law No. 252 (the so-called "Hatch Law") shall be considered for reappointment, the law providing that violators shall be immediately removed from the position or office held and shall be ineligible for reappointment to such position or office.
4. A person who is not a legal resident of the State may be considered for appointment to an appointive position only when there are no applicants available from among legal residents of the State who possess the minimum qualifications required, as the Emergency Relief Appropriation Act, fiscal year 1941, prescribes that "appointments to Federal positions of an administrative or advisory capacity * * * in any State shall be made from among bona fide citizens of that State so far as not inconsistent with efficient administration.
5. The Emergency Relief Appropriation Act, fiscal year 1941, further provides that "No portion of the appropriation made under this joint resolution shall be used to pay any compensation to any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States (see page 1.5.035).
6. Executive Order No. 7070 provides that "No officer or representative of any department or agency (of the United States Government) shall contact or negotiate with an employee of another department or agency with a view to effecting the transfer of such employee until permission for such contact or negotiation has been given by the head of the department or agency in which such employee is employed * * *. If such transfer is approved, the salary of the employee transferred to a position the salary of which is paid from emergency funds shall not be increased at the time of transfer except upon the approval of the President, and thereafter no increase shall be made in the salary of such employee paid from emergency funds for a period of at least six months."

Executive Order No. 7333 modifies Executive Order No. 7070 to the extent that the restriction on the increases of salary shall not be applicable to transfers of persons who at the time of transfer are employed in

part-time positions, or at wages fixed pursuant to the schedule of monthly earnings prescribed by the Commissioner of Work Projects in General Order No. 1 of the Work Projects Administration.

— Administrative.

In addition to the above limitations of law, the following policies of the Work Projects Administration shall be observed in the consideration of applicants and in making appointments:

— —Officer or Director in Firm Contracting With WPA.

1. No person who is an officer or director of any firm, corporation, or association having any kind of contract with the Work Projects Administration shall be considered for an appointment unless such person can and does offer definite assurance that should an appointment be tendered he will resign his office or directorship in such firm, corporation, or association, or that the contract in question can and will be canceled.

— —Violators of Material Statements.

2. No person who made a fraudulent misrepresentation of a material fact in applying for employment shall be considered for an appointment within a period of 1 year from the date of discovery of such fraudulent misrepresentation.

— —Holders of State, etc., Public Office.

3. No person who is currently employed in an appointive position by a State or local governmental agency shall be considered for an appointment unless such person offers definite assurance that he will resign such employment if he is appointed to a position with the State Work Projects Administration, and no such appointment shall be made effective unless and until such person resigns such employment. Exceptions to this regulation may be authorized by the Regional Director in specific cases where adequate justification is presented by the State Administrator.

In addition, no person currently employed in an appointive position by any State or local governmental agency shall be considered for appointment until proper clearance has been effected with the appropriate official of such State or local governmental agency, and such official has agreed that he will not object if such person is tendered an appointment in the service of the State Administration.

— —Dual Family Employment on WPA.

4. Not more than one member of a family shall be employed by a State Work Projects Administration, either on projects or on the appointive staff. The term "family" is defined by the Attorney General of the United States as consisting "of those who live under the same roof with the paterfamilias—those who form * * * his fireside * * *."

Exceptions to this regulation may be authorized by the State Administrator where the skills or capabilities of each of the members of a family who are to be employed are required for an essential WPA purpose(s) and cannot be obtained elsewhere.

— —Dual Family Appointment in Federal Service.

5. No person shall be considered for appointment if two other members of the same family are currently employed by Federal agencies other than the Work Projects Administration, provided that the State Administrator may authorize exceptions to this regulation where the skills or capabilities of an individual are required for an essential WPA purpose(s) and cannot be obtained elsewhere.

— —Candidates for Elective Offices.

6. No person shall be considered who is a candidate for any Federal, State, district, county, or municipal office in any primary, general, or special election, or who is serving as a campaign manager or assistant thereto for any such candidate.

7. No person shall be considered who is holding an elective office the duties of which would necessitate his being absent from a WPA position during regular working hours or to which a salary, per diem, or other compensation is attached, provided that under no circumstances shall such person hold any public office through which such person would be involved in political management or political campaigns. — — Holders of Elective Offices.
8. No person shall be considered who is a member of a party committee or party organization, the duties of which are concerned with political management or political campaigns. — — Connected With Political Campaigns.

Appointment Salary Policies

Appointment
Salary Policies.—Exception to
Minimum Wage.

Each appointment to a position shall be made at the minimum salary of the grade to which the position is allocated. Exceptions to this regulation may be authorized by the State Administrator in the following instances:

— —Person
Reinstated in
6 Months.

1. A person reinstated within 6 calendar months to the position he previously held may be reinstated at his former salary, provided his previous service record was satisfactory.

— — —To
Former Position.— — —To
Other Position
of Same Class
and Title.

2. A person reinstated within 6 calendar months to a position of the same class and title may be given the salary formerly earned unless it is higher than the prevalent rate in the given unit or section, in which case he shall receive the prevalent rate, provided his previous service record was satisfactory.

— —Person
Reinstated in
3 Months to
Similar Posi-
tion.

3. A person reinstated within 3 calendar months may be reinstated at the salary formerly earned if the type of work previously performed was such as to constitute training and experience for the new position, provided such former salary falls between the minimum and maximum of the grade of the new position, and provided further that such former salary is not incompatible with the salaries being paid employees holding similar positions in the same division, and provided further that the individual's previous service record was satisfactory.

— —Person
Appointed From
a Project.

4. A project or Supply Section employee who has been so employed for a minimum of 3 months immediately preceding an appointment to an administrative or Supply Section position, and whose salary is in excess of the minimum of the grade, may be appointed at any salary step in the established grade for the appointive position above the minimum which is not in excess of the lowest salary received during the above-mentioned 3 months. Any project or Supply Section employee who has been so employed for less than 3 months immediately preceding an appointment shall be appointed at the minimum salary step in the established grade for the appointive position.

— —Person
Relinquishing
Other Employ-
ment.

5. Where a satisfactory candidate cannot otherwise be obtained, and the only suitable candidate relinquishes a position elsewhere and is unwilling to accept employment at the minimum of the grade, the individual, when approved by the regional office, may be appointed at a salary above the minimum of the applicable grade. Such salary in no case shall exceed the salary of the position which the candidate has relinquished.

— —Upon
Authority of
the Assistant
Commissioner.

6. For other important reasons a person may be employed at a salary in excess of the minimum of the grade when approved and recommended by the regional office and specifically authorized by the Assistant Commissioner.

—Computation
of per Diem.

In cases where the appointee is to be compensated on a per diem basis, the per diem rate shall be computed by dividing the applicable annual salary by 360. The "applicable annual salary" shall be determined in accordance with the salary policies outlined above. Employees who are to be compensated on a "when actually employed" basis shall be appointed at per diem rates computed as provided above.

—Without Com-
pensation Ba-
sis.

Persons who are employed by a Federal, State, or local agency, also may be appointed to the service on a "without compensation basis," provided such voluntary and uncompensated service is utilized with the consent of the Federal, State, or local agency by which they are employed, and at such compensation as shall be determined by the head of the agency involved. This shall not be

interpreted to prevent the acceptance of voluntary services of other than Federal, State, or local employees.

Where persons are employed in positions not subject to the classification regulations prescribed herein (see pages 1.5.009-1.5.014), such employees shall be paid the hourly rates prevailing in the locality for the same or similar work.

—Hourly-Rate
Basis.

The application of the salary policies outlined above is subject to the provisions of Executive Order No. 7070 (see pages 1.5.029-1.5.030). This Order provides that where an employee is transferred from one Federal agency to a position paid from emergency funds in another agency, the salary of the employee "shall not be increased at the time of transfer except upon approval of the President, and thereafter no increase shall be made in the salary of such employee * * * for a period of at least six months." Accordingly, where such a transfer is effected, the salary fixed in the appointment action may not exceed the salary of the employee at the time of transfer, nor may such salary be increased for at least 6 months, except upon approval of the President, regardless of the grade of the position to which the employee is appointed. Where it is desired to secure the President's authorization for an exemption from the above provisions of Executive Order No. 7070, the request, including justification therefor, shall be submitted to the Director of Personnel, Division of Administration, Washington, D. C.

—Transfer
From Other
Federal Agency.

In cases where an employee will be required to furnish his own means of conveyance for necessary travel on official business within his official station and it is proposed to allow such travel, the appropriate travel identification designation shall be shown on all pertinent documents in conjunction with the employee's salary. Regulations governing this method of reimbursing employees for travel expenses within their official stations are prescribed on pages 1.6.016-1.6.017.

—Adjustment
for Travel
Within Official
Station.

The salary policies applicable in in-service actions, such as administrative salary increases and decreases, promotions and demotions, are set forth on pages 1.5.041-1.5.043 and 1.5.044, respectively.

—In-Service
Adjustment
Reference.

Authorization of Appointments

Authorization of Appointments.

The ultimate responsibility for the appointment to each vacant position of the best qualified person available rests with the State Administrator. Before authorizing any appointment, the State Administrator shall take such steps as may be necessary to insure that adequate consideration has been given to all qualified persons available and that there has been observance of the preferences and limitations prescribed by law and policy.

The procedure for authorization of appointments shall be as follows:

— Requiring Central or Regional Office Approval.

Appointments Requiring Prior Approval of the Central Office or Regional Director.—In those cases where the proposed appointment action requires the prior approval of the Commissioner of Work Projects, an Assistant Commissioner, or the Regional Director (see page 1.5.023), the following procedure shall be observed:

— —By Central Office.

1. If the proposed action is subject to the prior approval of the Commissioner of Work Projects or an Assistant Commissioner, the original and one copy of the completed requisition and two copies of the individual's *Application for Employment*, WPA Form 251 (if it has not been previously submitted), shall be submitted to the Regional Director, accompanied by a letter of justification. The Regional Director will forward the original and copy of the requisition, one copy of the employment application, and the letter of justification, together with his recommendations, to the Commissioner of Work Projects.

The action taken by the Commissioner or Assistant Commissioner concerned will be indicated in the block entitled "Authorization" on the *Personnel Requisition*, WPA Form 255, and the original will be returned to the State Administrator.

— —By Regional Office.

2. If the proposed action is subject to the prior approval of the Regional Director, the original of the completed requisition and one copy of the individual's *Application for Employment*, WPA Form 251 (if it has not been previously submitted), shall be submitted to the Regional Director, accompanied by a letter of justification.

The action taken by the Regional Director will be indicated in the block entitled "Authorization" on WPA Form 255 and the original will be returned to the State Administrator.

— Appointment Authorization.

Appointment Authorization.—Authorization of the appointment action described on the reverse side of the *Personnel Requisition*, WPA Form 255, shall be effected by the State Work Projects Administrator or Acting State Administrator personally by entering his signature and the date on which he signs in the spaces provided in the block entitled "Authorization." Upon authorization of the appointment, the State Personnel Officer shall prepare *Notice of Appointment*, WPA Form 256, together with copies on *Personnel Record Duplicate*, WPA Form 257, in accordance with the instructions on pages 1.5.036-1.5.039. The *Personnel Requisition*, WPA Form 255, together with the *Notice of Appointment*, WPA Form 256, and a copy of the notice on WPA Form 257 shall then be routed to the requisitioning officer.

— —Notification of Appointment.

Where the appointment is to a State office position, the State Personnel Officer shall notify the appointee when to report for duty. When the appointment involves a district office position, the District Manager shall notify the appointee when to report for duty.

NOTICE OF APPOINTMENT, WPA Form 256

Notice of Appointment, WPA Form 256.

Notice of Appointment, WPA Form 256, shall be used as a letter of appointment for persons concerning whom appointment actions are taken. WPA Form 256 shall be used for the original only and shall be routed to the requisitioning officer for delivery to the appointee. All copies of such notices shall be prepared on *Personnel Record Duplicate, WPA Form 257*, and routed as outlined on pages 1.5.038-1.5.039.

—Preparation.

The requirements for the preparation of WPA Form 256 are mostly self-explanatory. The date entered in the space provided in the heading of the form shall be the date the appointment action is authorized as shown on the completed *Personnel Requisition, WPA Form 255*, in the block entitled "Authorization." All information required for the entries on the form, with the exception of "Effective date," shall be obtained from the reverse side of the related *Personnel Requisition, WPA Form 255*, as completed by the State Personnel Officer and approved by the State Administrator. The statement of the nature of the action in the space provided shall be the appropriate standard term; namely, (1) "Appointment," (2) "Reinstatement," or (3) "Temporary appointment for (number of days or months)." The space entitled "Date" shall be used to show the date on which the State Administrator signed the authorization on *Personnel Requisition, WPA Form 255*.

Federal Works Agency WPA Form 256	FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION
NOTICE OF APPOINTMENT	
Date	
Name	
The following action has been taken concerning your employment with the Work Projects Administration:	
Nature of action:	
	Position
	Grade
	Salary
	Division
	Section
	Unit
	Region
	State
	Official station
Effective date:	
You are not subject to the Retirement Act. If, however, you have civil service status, salary deductions for contributions to the Retirement Fund may still be made, if you so elect.	
Your appointment is for emergency work and, unless specified otherwise above, is for such a period of time as your services may be required and funds are available therefor.	

—Effective Date.

The space entitled "Effective date" on the *Notice of Appointment, WPA Form 256*, shall be used to show the date on which the appointee enters on duty and shall be filled in by the requisitioning officer before the notice is given to the employee. When this date has been determined the requisitioning officer also shall (1) enter the date on the copy of the notice on *Personnel Record Duplicate, WPA Form 257*, which is to be retained by him, and (2) execute the certificate as to entrance on duty and enter the date of oath of allegiance on *Personnel Requisition, WPA Form 255*. The original WPA Form 255 shall then be returned to the State Personnel Officer, together with WPA Forms 607 and 608.

—Notification of Limitation.

The space following the printed statements at the bottom of WPA Form 256 shall be used for such remarks as are necessary to inform the appointee of any applicable legal or administrative limitations, or privileges or conditions. If the action involves the transfer of the appointee from another Federal agency without break in service, this fact should be noted. If Executive Order No. 7070 has the effect of preventing such transferred employee from receiving the salary to which he otherwise would be entitled by virtue of the grade of the position to which he has been appointed, this fact also shall be stated on the form; e.g., "As this action involves your transfer from (name of agency) without break in service, the provisions of Executive Order No. 7070 prevent your receiving more than the salary you were receiving as of the date

of your transfer. Your salary will be adjusted as soon as it is legally possible to do so."

It is contemplated that notices on WPA Form 256 will be signed as follows:

"Very truly yours,

--Signature.

(Signature)

State Administrator"

Where the State Administrator delegates authority to sign notices on WPA Form 256, the name, title, and the words "By direction of the State Administrator" shall be typed below the signature of the State Administrator's authorized representative, as follows:

"Very truly yours,

(Signature)

(Title)

By direction of the State Administrator"

PERSONNEL RECORD DUPLICATE, WPA Form 257

Personnel
Record
Duplicate,
WPA Form 257.

Personnel Record Duplicate, WPA Form 257, shall be used for the preparation of copies of notices of personnel actions prepared on WPA Forms 241, 256, and 259. Instructions relating to *Notice of Appointment*, WPA Form 256; *Notice of Personnel Action (Other Than Appointment or Separation)*, WPA Form 259; and *Notice of Separation*, WPA Form 241, are set forth on pages 1.5.036-1.5.037, 1.5.047-1.5.048, and 1.5.053, respectively.

—Uses.

—Central
Office Notifi-
cation.

WPA Form 257 also shall be used to notify the central office of changes of names of employees. In such cases the form shall be prepared specially by the State Personnel Officer and submitted in accordance with the instructions below.

—Carbon
Copies of
Other Forms.

WPA Form 257 is designed so that it may be used for carbon copies of the notices prepared on WPA Forms 241, 256, and 259. All entries on WPA Forms 241, 256, and 259 shall be reproduced on WPA Form 257.

—Preparation.

With the exception of (1) "Civil service report No.," (2) "Civil service or other legal authority," and (3) "Appropriation," the information required for the columnar entries on the right side of WPA Form 257 may be obtained from the related *Personnel Requisition*, WPA Form 255, where an appointment or in-service action (exclusive of furlough or suspension) is involved. Where a furlough, suspension, or separation action is involved, or where WPA Form 257 is prepared to report a change of name, the columnar entries shall be made in accordance with the instructions below and also on page 1.5.028.

Civil Service Report No.—Leave blank.

Civil Service or Other Legal Authority.—Enter the title of the current Emergency Relief Appropriation Act; e.g., "ERA Act, fiscal year 1941."

Appropriation.—Enter the current appropriation symbol; e.g., for fiscal year 1941, enter "651999."

—Effective
Date.

In appointment actions and in such in-service actions as promotion, demotion, transfer, reassignment, and reclassification, the entry on WPA Form 257, in the space entitled "Effective date" shall be the date the employee enters on duty as certified by the requisitioning officer on *Personnel Requisition*, WPA Form 255. Where an entrance on duty is not required to make the action effective, the entry in this space shall be the effective date of the action as authorized by the State Administrator. Where a certification of entrance on duty is required, the distribution of the copies on WPA Form 257 (with the exception of the copy routed to the requisitioning officer) shall be withheld pending execution of the certificate of entrance on duty on WPA Form 255.

Federal Works Agency WPA Form 257			C.S.C. Report No.
FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION			Legal authority
PERSONNEL RECORD DUPLICATE			Appropriation
Date			Date of birth
Name			Legal residence
Nature of action:			Sex Race Code
	From—	To—	To position No.
Position			From position No.
Grade			Future status:
Salary			Military preference
Division			Type employee
Section			Subject to retirement
Unit			Date of oath of allegiance
Region			
State			
Official station			
Effective date			
Remarks:			

In reporting changes of names, the space provided on WPA Form 257 for "Name" shall be used to show both the old name and the new name; e.g., "Mary J. Smith (old name)" and underneath, "Mary J. Jones (new name)." The entry for "Nature of action" in such cases shall be "Report of name change." For identification purposes the employee's current status as to position, grade, salary, division, section, unit, region, State, and headquarters shall be shown under "To." An explanation of the change shall be provided in the space entitled "Remarks"; e.g., "Married, 4-1-40," "Court order, 5-1-40," etc.

— —Reporting
Changes in
Name.

Sufficient copies shall be prepared on *Personnel Record Duplicate*, WPA Form 257, to enable distribution of two copies (the first and second) to the Director of Personnel, Division of Administration, Washington, D. C., and other copies as required within the organization of the State Administration.

—Copies.

The copies of WPA Form 257 which are forwarded to the central office shall be accumulated for each month and mailed to the central office not later than the 5th day of the following month.

—Routing.

PART V. IN-SERVICE PERSONNEL ACTIONS

Policies and procedure governing in-service personnel actions are set forth in this part. The several types of in-service actions are listed and defined on pages 1.5.004-1.5.005. All in-service actions, with the exception of details and loans, shall be reported to the central office on *Personnel Record Duplicate*, WPA Form 257, in accordance with the instructions herein.

In-Service
Personnel
Actions.

—Report on
WPA Form 257.

WPA employees may be lent to other Federal agencies for periods in excess of 2 weeks, provided that—

—Loans of
Personnel to
Other Agencies.

1. There is a prior written agreement specifically providing for reimbursement to the Work Projects Administration.
2. Their services can be spared without detriment to the Work Projects Administration.
3. The work would not otherwise be performed by a civil-service employee.
4. The prior approval of the Assistant Commissioner in charge of the Division of Administration is obtained.

Administrative Salary Increases and Decreases

Policies of the Work Projects Administration with respect to administrative salary increases and decreases are set forth below. Instructions relating to the use of *Personnel Requisition*, WPA Form 255, in recommending such increases or decreases are set forth on page 1.5.046. Notices to employees of administrative salary increases or decreases shall be prepared on *Notice of Personnel Action (Other Than Appointment or Separation)*, WPA Form 259 (see pages 1.5.047-1.5.048).

Administrative
Salary Changes.

Administrative Salary Increases.—When funds are available to a State Administration for administrative salary increases, the State Administrator shall be responsible for making an equitable apportionment of the funds among the several grades. Preference shall be given to grades where the average salary of the employees in the grade is less than the average of the salary rates included in the grade.

—Salary
Increases.

— —Apportion-
ment of Funds
to Grades.

Subject to the limitations prescribed below, the selection of the employees within a grade who are to receive administrative salary increases shall be based on the following four factors:

— —Employees
To Receive
Increases.

1. The employee's length of service with the Work Projects Administration and its predecessor organizations.
2. The time elapsed since the employee, for any reason, has received a salary increase.
3. The relative position of the employee in his appointive classification grade as compared with other employees, preference being given to employees who are at or near the bottom of the grade.
4. The relative efficiency of the employee in performing his assigned duties.

The following formula is suggested although it is not mandatory.

$$4Y \text{ plus } A \text{ plus } S \text{ plus } R$$

The symbols in this formula represent the following factors:

Y—Length of service in half years, computed according to the instructions on page 1.5.050. Credit for one-half year's employment shall be given for each 6 months of full-time work. Odd months shall be dropped, and periods of separation from the pay roll and leave without pay in excess of 30 days shall be excluded. The length of service of part-time employees shall be computed proportionately; e.g., half-time employment for 1 month would count as one-half month in computing length of service.

A—Elapsed time since last increase in salary, granted either through promotion or as an administrative salary increase, expressed in half-year units computed as for "Y." Where section 10 (b) of the Reorganization Act of 1939 has had the effect of delaying an officially determined salary increase subsequently granted, the "elapsed time" since the granting of the delayed increase shall, for the purposes of applying the formula in subsequent computations, be computed as of the date such delayed increase would normally have become effective.

S—Credit for present step within the grade as follows:

In a grade with 5 steps		In a grade with 6 steps		In a grade with 7 steps	
Step No.	Credit points	Step No.	Credit points	Step No.	Credit points
1	7	1	7	1	7
2	5	2	6	2	6
3	3	3	4	3	5
4	1	4	3	4	4
		5	1	5	2
				6	1

R—Credit for service record as follows:

1. An employee who has rendered exceptional and outstanding service may receive a credit of not more than three points.
2. An employee who has rendered better than average service may receive a credit of one point.
3. An employee whose service is classed as satisfactory shall not be entitled to service credits.

Example: Employee CD has been employed with the Works Progress Administration and the Work Projects Administration for 4 years. He has not had an increase in salary for 2 years, his salary being the second step in the grade of his position, the grade having six steps. He has rendered better than average service. These factors expressed in the terms of the above administrative salary increase formula are as follows:

$$\frac{1}{2} \text{ of } 8 \text{ plus } 4 \text{ times } 1 \text{ plus } 6 \text{ plus } 1 = 13$$

In applying the above formula, administrative salary increases within a grade shall be granted in the order of the numerical scores, beginning with the highest. Where two or more employees receive an identical score in applying the formula, the State Administrator may, in his discretion, reweight any of the factors of the formula or may consider other pertinent factors, such as need, etc., in making a selection from among the employees concerned.

— —Limitation
on Increases.

The following limitations shall be applicable where administrative salary increases are proposed:

1. No increase normally shall be granted for more than one step in the grade to which the employee's position is allocated, and increases shall not be granted oftener than once each 6 months or within the first 6 months after appointment to the position.
2. Only employees with satisfactory service records shall be eligible for increases. Where official service ratings are given, only employees who have attained ratings of good or better on their last ratings shall be eligible for increases.
3. With respect to those positions to which appointments or in which changes of status are subject to the prior approval of the Commissioner of Work

Projects, an Assistant Commissioner, or the Regional Director (see page 1.5.023), no increase shall be granted except upon the prior approval of the Regional Director.

4. In accordance with the provisions of Executive Order No. 7446, the salary of an employee transferred to the Work Projects Administration from another Federal agency "shall not be increased at the time of transfer except upon approval of the Civil Service Commission, and thereafter no increase shall be made in the salary of such employee * * * for a period of at least six months" (see pages 1.5.029-1.5.030)

Administrative Salary Decreases.—Administrative salary decreases may be warranted by the lack of efficiency shown by an employee. As a general rule, administrative salary decreases shall not be effected for disciplinary reasons. Where official service ratings are given, a rating of "Fair" or "Unsatisfactory" of an employee receiving above the middle rate of his grade may be considered sufficient ground for an administrative salary decrease.

—Salary
Decreases.

Revised Apr. 9, 1942

Promotions, Demotions, and Transfers

Promotions,
Demotions, and
Transfers.

Policies of the Work Projects Administration with respect to promotions, demotions, and transfers are set forth below. Instructions relating to the use of *Personnel Requisition*, WPA Form 255, in recommending promotions, demotions, and transfers are set forth on page 1.5.046. Notices to employees of promotions, demotions, or transfers shall be prepared on *Notice of Personnel Action (Other Than Appointment or Separation)*, WPA Form 259 (see pages 1.5.047-1.5.048).

—Promotions.

Promotions.—It is the policy of the Work Projects Administration that vacancies in the appointive service shall be filled, wherever possible, by promotion of qualified employees holding positions in lower grades. In considering employees in competition for promotion, due consideration shall be given to service records and service ratings, where official service ratings have been given. Where the qualifications of employees in competition for promotion are approximately equal, consideration also shall be given to the comparative length of service of the employees.

—Salary
Provisions.

When an employee is promoted, his salary shall be established at the minimum rate of the new grade. However, if the appointive employee's salary at the time of promotion is the same as or higher than the minimum rate of the new grade, his salary shall either remain the same or the State Administrator may, at his discretion, authorize a one-step increase in salary, within the grade. Where it is intended that the promotion shall be effected without change in salary, and the employee's salary at the time of promotion does not correspond exactly with any salary step in the new grade, the employee's salary shall be established at that step which is immediately higher than his former salary.

An employee who receives a salary increase to enter an additional identical position during the absence of the regular incumbent and who remains in that additional identical position three months or more, upon returning to his regular position, shall be given a one-step salary increase over the salary he received in his regular position provided his services in the additional identical position were satisfactory, and provided further that he was not previously receiving the top salary for his grade. A person serving similarly in an additional identical position for six months or more in the absence of a justified recommendation to the contrary shall continue to receive the same compensation provided such compensation would not exceed the maximum salary permissible for the regular position, in which event he shall be given the maximum salary for his grade.

—Required
Approvals.

With respect to those positions to which appointments or in which changes of status are subject to the prior approval of the Commissioner of Work Projects, an Assistant Commissioner, or the Regional Director (see page 1.5.023), no promotion to such a position shall be made except upon the prior approval of the Commissioner, the Assistant Commissioner concerned, or the Regional Director, depending upon the position involved.

—Demotions.

Demotions.—In considering employees for demotions necessitated by curtailment of work or for budgetary reasons, excluding reasons which are the fault of the employee, selections shall be made in the order of their length of service, beginning with the employee having the least length of service, so far as this may be done without obvious injury to the service. Due consideration shall be given to service records and to service ratings, where official service ratings have been given.

When an employee is demoted for a reason not the fault of the employee, his salary shall remain the same if the new grade will allow; if not, the employee's salary shall be fixed at the closest corresponding lower rate in the new grade. — —Salary Provisions.

When an employee is demoted for unsatisfactory service or for disciplinary reasons, his salary shall be fixed at a rate not above the middle rate of the grade to which he is demoted, provided that in no case shall the salary fixed constitute an increase in comparison with the salary the employee was receiving at the time of demotion.

Transfers.—In case an employee is transferred from one position to another position classified in the same grade, he shall be transferred without change in salary, unless it is desired to authorize concurrently an administrative salary increase or decrease in accordance with the regulations set forth on pages 1.5.041-1.5.043. —Transfers.

Added Apr. 9, 1942

Furloughs and Suspensions

Policies of the Work Projects Administration with respect to furloughs and suspensions are set forth below. Instructions relating to the use of *Request for Separation or Suspension*, WPA Form 240, in recommending furloughs and requesting suspensions are set forth on pages 1.5.051-1.5.052. Notices to employees of furlough and suspension actions shall be prepared on *Notice of Personnel Action (Other Than Appointment or Separation)*, WPA Form 259 (see pages 1.5.047-1.5.049).

Furloughs and
Suspensions.

Furloughs.—The term "furlough" denotes a temporary, involuntary removal of an employee from active pay status without prejudice, necessitated by what appears to be a temporary curtailment of work or funds (see pages 1.5.004-1.5.005). A furlough action shall be effected only where it is contemplated that the employee shall return to active duty after a short period not exceeding 3 months and where it is intended to hold the position open for the employee pending his return to duty.

—Furloughs.

A furlough action shall never be effected for disciplinary reasons. In cases where a number of employees are to be furloughed, selections shall be made in accordance with the policies outlined on page 1.5.050 with respect to terminations necessary to effect reductions of force.

— —Limita-
tion on Use.

When it is expected that the employee will not be required to return to duty until after a period in excess of 3 months, a termination action shall be effected (see page 1.5.050). When it becomes known during a period of furlough that it will be impossible to return the employee to active duty as contemplated, the employee shall be notified promptly and the appropriate separation action shall be effected. Unless notified to the contrary, a furloughed employee shall be entitled to return to active duty as provided in the notice of furlough.

— —Length of
Period.

Employees who are placed on furlough shall be entitled to and required to take their accumulated and current accrued annual leave not later than immediately prior to the effective period of furlough.

— —Annual
Leave To Be
Taken Prior
to Furlough.

Furloughs for Military or Naval Duty.—Pursuant to the provisions of the Act of August 27, 1940, by which the Army Reserves were called into military service, and the Selective Training and Service Act of September 16, 1940, as amended, any appointive employee who is on active duty or may be assigned to active duty, or who is ordered or inducted into active military service or training and service, or who, subsequent to May 1, 1940, voluntarily enlists for an original enlistment in the military or naval forces or the Coast Guard, and who, in the judgment of those in authority over him, satisfactorily completes the period of service required of him, shall be entitled to a certificate to that effect. The laws also provide that persons receiving such certificate shall be entitled to certain privileges with respect to reemployment, as follows:

—Furloughs
for Military or
Naval Duty.

— —Legal
Provisions.

1. In the case of any person who, in order to perform such active military service or training and service, has left or leaves a position, other than a temporary position, in the employ of any employer and who (a) receives such certificate (of satisfactory completion of such service), (b) is still qualified to perform the duties of such position, and (c) makes application for reemployment within 40 days after he is relieved from such active military service or training and service—

—Reemployment
Privileges.

- (a) If such position was in the employ of the United States Government, its Territories or possessions, or the District of Columbia, such person shall be restored to a position of like seniority, status, and pay.

- (b) If such position was in the employ of a private employer, such employer shall restore such person to such position or to a position of like seniority, status, and pay unless the employer's circumstances have so changed as to make it impossible or unreasonable to do so.
- (c) If such position was in the employ of any State or political subdivision thereof, such person shall be restored to such position or to a position of like seniority, status, and pay.

2. Any person who is restored to a position in accordance with the provisions of paragraph (a) or (b) of item 1 above shall be considered as having been on furlough or leave of absence during his period of active military service or training and service in the land or naval forces, shall be so restored without loss of seniority, shall be entitled to participate in insurance or other benefits offered by the employer pursuant to established rules and practices relating to employees on furlough or leave of absence in effect with the employer at the time such person was ordered or inducted into such service or forces, and shall not be discharged from such position without cause within one year after such restoration.

Public Resolution No. 96 further provides that "Any member of any reserve component of the army of the United States below the rank of captain who is ordered into the active military service of the United States pursuant to this joint resolution, who has any person or persons dependent solely upon him for support, and who has no other means of support except the wages, salary, or compensation for personal services that he earns, may resign, or shall be discharged upon his own request made within twenty days of the date of his entry into such active military service."

— —Leave
Without
Pay.

Employees, other than temporary employees, who are ordered to active duty with the military or naval forces shall be granted subsequent or prior to the exhaustion of their accumulated or current accrued annual leave, as they elect, leaves of absence without pay until the end of the current fiscal year, provided that where an employee is released from such military or naval duty prior to the end of the current fiscal year, such leave of absence shall terminate not later than 40 days following the termination of such service. Where an employee's military or naval service continues beyond the end of the current fiscal year, or where, in the case of an employee released from such service, the period of 40 days during which he may apply for reinstatement extends beyond that date, such employee's leave of absence shall be extended to encompass the period of active service plus 40 days, or the period necessary to allow 40 days for application for reinstatement.

— —Re-
instatement
of Employees.

Unless abolished by necessary organizational changes, the positions of such appointive employees shall not be filled or canceled during such period of military service plus 40 days. Upon application for reinstatement within 40 days following the termination of service, any such employee shall be returned to active duty in the position held open for him, provided he presents the required certificate of satisfactory completion of his service and provided he is still qualified to perform the duties of such position.

— — —At
Same Position.

— — —At
Different
Position.

Where it is found necessary because of essential organizational changes to abolish a position which was being held open for an employee inducted into military service, the individual, if qualified upon return from military service, shall be given a position of like grade. If no position of like grade is available at that time, the State Administrator shall not fill any existing or future vacancy in the same or a lower grade until the individual, if qualified, has been given an opportunity to accept such position. The acceptance or re-

jection of a position of lower grade shall not prejudice the individual's right to a position comparable to the one he held upon being inducted into military service.

Where necessary, additional identical positions shall be established to carry on the duties of positions which are being held open for employees inducted into military service. Persons inducted into such additional identical positions shall, unless appointed as temporary employees, be considered indefinite employees holding such positions subject to the return of the employees in military service. However, where it is probable that an employee ordered into active military service may resign or request discharge from such service within 20 days, in accordance with the provisions of section 3(e) of Public Resolution No. 96, it normally should be preferable to detail an employee to the performance of the duties concerned without change of compensation or grade.

— — Establishment of Additional Identical Position.

In cases where an appointive employee is promoted to an additional identical position created to carry on the duties of an employee inducted into military service, the employee promoted shall be entitled, upon return of such inducted employee, to resume the position from which he was promoted, and normally his salary shall be reestablished at the rate received previous to such promotion. Similarly, other appointive employees who receive promotions to positions vacated by employees inducted into such additional identical positions shall be entitled, upon return of the employee inducted into military service, to resume the positions from which they were promoted, and their salaries shall be reestablished at the rates received previous to such promotion.

Suspensions.—The term "suspension" denotes a temporary, involuntary removal of an employee from active pay status for disciplinary reasons or pending an investigation of charges of alleged irregularities founded on reasonable cause (see page 1.5.004).

—Suspensions.

Employees should normally not be suspended for periods in excess of 1 month, and at the expiration of the suspension period the employee shall be automatically reinstated to active pay status, provided there has been an actual return to duty. When an employee has been suspended pending an investigation of alleged irregularities and the investigation is not completed during the suspension period, the suspension may be extended for a period not in excess of 1 month.

— — Length of Period.

A suspension authorization may be revoked at any time during the suspension period by the State Administrator by notice in writing to the employee and to the offices of the State Administration concerned. Where a suspension authorization is revoked, a copy of the notice of revocation shall be sent to the Director of Personnel, Division of Administration, Washington, D. C.

—Suspensions May Be Revoked.

Use of PERSONNEL REQUISITION, WPA Form 255, in In-Service Transactions

In-Service
Transactions—
Use of WPA
Form 255.

In addition to being used to requisition personnel for appointment to new and vacant positions (see pages 1.5.023-1.5.025), *Personnel Requisition, WPA Form 255*, shall be used to initiate the following types of in-service personnel actions: (1) administrative salary increase, (2) administrative salary decrease, (3) promotion, (4) demotion, (5) transfer, (6) reclassification, (7) change of pay base, (8) change of travel designation, (9) change from temporary to regular appointment, and (10) extension of temporary appointment. The types of personnel actions listed above are defined on page 1.5.005. Policies relating to administrative salary changes, promotions, and demotions are set forth on pages 1.5.041-1.5.043 and 1.5.044, respectively.

—Preparation.

The instructions set forth on pages 1.5.023-1.5.025 and 1.5.027-1.5.028 with respect to the preparation and submission of *Personnel Requisition, WPA Form 255*, in connection with proposed appointment actions also shall be applicable where WPA Form 255 is used to initiate one of the above types of in-service personnel actions. Item 12 of WPA Form 255 is provided specifically for use in recommending administrative salary changes, and the entries required in the spaces provided are self-explanatory. Item 13 of the form shall be used where the action proposed involves any of the other types of in-service actions, exclusive of promotions, furloughs, and suspensions. Normally, a recommendation of promotion will be part of a request for an appointment to a new or vacant position, and in such cases the promotion recommendation shall be incorporated in the remarks of the requisitioning officer (see page 1.5.025). Instructions relating to furlough recommendations and requests for suspension are set forth on pages 1.5.051-1.5.052.

—Required
Approvals.

Where the proposed action involves a position to which appointments or in which changes of status are subject to the prior approval of the Commissioner of Work Projects, an Assistant Commissioner, or the Regional Director (for personnel involved and special definition, see page 1.5.023), the submission of the requisition on WPA Form 255 in order to secure such approval shall be effected in accordance with the instructions on page 1.5.034.

—Notice to
Employees.

Notices to employees of in-service personnel actions shall be prepared on *Notice of Personnel Action (Other Than Appointment or Separation), WPA Form 259* (see pages 1.5.047-1.5.048).

NOTICE OF PERSONNEL ACTION (OTHER THAN APPOINTMENT OR SEPARATION),
WPA Form 259

Notice of Personnel Action (Other Than Appointment or Separation), WPA Form 259, shall be used to prepare notices to employees of in-service personnel actions. WPA Form 259 shall be used for the original only. All copies of such notices shall be prepared on *Personnel Record Duplicate*, WPA Form 257, and routed as outlined on pages 1.5.038-1.5.039.

WPA Form 259.
 —Use.

—Preparation.

Federal Works Agency WPA Form 259		FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION
NOTICE OF PERSONNEL ACTION (OTHER THAN APPOINTMENT OR SEPARATION)		
Date _____		
Name _____		
The following action has been taken concerning your employment with the Work Projects Administration:		
Nature of action: _____		
Position Grade Salary Division Section Unit Region State Headquarters	From—	To—
Effective date _____		
Remarks: _____		

The requirements for the preparation of WPA Form 259 are mostly self-explanatory. The date entered in the space provided in the heading of the form shall be the date the action is authorized as shown on the completed *Personnel Requisition*, WPA Form 255, or *Request for Separation or Suspension*, WPA Form 240. All information required for the entries on the form shall be obtained from the related *Personnel Requisition*, WPA Form 255, as approved by the State Administrator except in the case of furloughs or suspensions. In such cases the information required for the preparation of WPA Form 259 shall be obtained from the approved *Request for Separation or Suspension*, WPA

Form 240 (see pages 1.5.051-1.5.052). Where the action involves a promotion, demotion, transfer, reassignment, or reclassification, the effective date shown on the notice shall be the date of entrance on duty and shall be entered by the requisitioning officer before the notice is given to the employee.

The statement of the nature of the action in the space provided on WPA Form 259 shall be the appropriate standard term, namely one of the following:

—Statement of Nature of Action.

1. Suspension
2. Administrative salary increase
3. Administrative salary decrease
4. Promotion (may be combined with "transfer" or "reassignment")
5. Demotion (may be combined with "transfer" or "reassignment")
6. Reassignment (may be combined with "promotion" or "demotion")
7. Transfer (may be combined with "promotion" or "demotion")
8. Change of pay base
9. Change of travel designation
10. Change from temporary to indefinite appointment
11. Extension of temporary appointment
12. Furlough
13. Reclassification

Entries in the space provided for remarks should be limited to such statements as are necessary to inform the employee of any applicable legal or administrative limitations, or privileges or conditions, or the reason for the action

—Remarks.

taken. In the case of a suspension, demotion, or other action affecting the employee adversely, a concise statement of the reasons therefor shall be entered under "Remarks."

The instructions on page 1.5.037 with respect to the signing of notice on *Notice of Appointment*, WPA Form 256, also are applicable to the signing of notices on WPA Form 259.

PART VI. SEPARATIONS

The separation of an employee from the service of the Work Projects Administration may be effected by dismissal, termination, or resignation (see definitions on page 1.5.005). The policies of the Administration with respect to dismissals and terminations are set forth in this part, together with instructions relating to the procedure to be followed in effecting separations. Separations.

Resignations

Employees who on their own initiative wish to resign from the service shall be instructed to prepare their resignations on *Resignation, WPA Form 242*. A resignation should be submitted to the employee's immediate superior. Resignation,
WPA Form 242.

The requirements for the preparation of *Resignation, WPA Form 242*, are self-explanatory. The employee should be explicit in stating his reason for resigning so that the Administration's personnel records will reflect the true circumstances. —Preparation.

Upon receipt of an employee's resignation, the appropriate officer shall prepare *Request for Separation or Suspension, WPA Form 240* (see pages 1.5.051-1.5.052). Notice of the acceptance of the resignation shall be sent to the employee on *Notice of Separation, WPA Form 241* (see page 1.5.053). —Personnel
Action.

Federal Works Agency WPA Form 242	FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION RESIGNATION
_____, 19____	
To: The Work Projects Administration I hereby tender my resignation from the position which I now hold. Position title _____ Division, section, and unit _____ Last day reporting for work _____ Please make the following disposition of my accrued leave, if any, in figuring final date on pay roll: <input type="checkbox"/> Leave to be added beyond last day of work <input type="checkbox"/> Leave to be transferred to _____ beginning _____ (Date) <input type="checkbox"/> Leave to be waived beginning _____ (Date) Forwarding address _____ Reason for resigning _____ <div style="text-align: right; margin-right: 50px;"> _____ <small>(Signature of employee)</small> </div>	

Terminations and Dismissals

- Terminations and Dismissals.** Policies of the Work Projects Administration with respect to terminations and dismissals are set forth below. Instructions relating to the use of *Request for Separation or Suspension*, WPA Form 240, in effecting terminations and dismissals are set forth on pages 1.5.051-1.5.052.
- WPA Form 240.**
- Approval.** Terminations or dismissals of employees in the positions specified in items 1, 2, and 3, page 1.5.023, shall be subject to the same approval as appointments and change of status.
- Terminations.** **Terminations.**—The term "termination" denotes an involuntary separation without prejudice (see page 1.5.005). Examples of reasons for termination actions are (1) "reduction in force," (2) "lack of efficiency," (3) "failure to qualify during probationary period," (4) "death of employees," and (5) "expiration of temporary appointment."
- —In Forced Reduction.** In effecting reductions of force because of curtailment of work for budgetary reasons, the personnel selected for termination within groups performing similar functions shall be made on the basis of (1) shortest length of service so far as this may be done without injury to the service, and (2) least relative efficiency as indicated in service records or service ratings where official service ratings have been given. Marital status as such shall not be used as a basis for making terminations.
- "Length of service" shall include employment in an administrative capacity with the Civil Works Administration, Federal (or State) Emergency Relief Administration between the years 1933-35, Works Progress Administration, and Work Projects Administration, exclusive of periods of separation from the pay roll and periods of furlough or leave without pay for 30 or more consecutive days.
- —Military Preference.** Employees entitled to military preference (see page 1.5.026), who have satisfactory service records or official service ratings of good or better where such ratings have been given, shall be exempt from competition on a length-of-service basis with employees not entitled to military preference, where reductions of force are necessary. Employees with established records of inefficiency or service ratings of less than good, where official ratings have been given, shall not be entitled to preference for length of service.
- —Furlough Reference.** The above policies with respect to terminations also shall be applicable when furloughs are effected because of curtailment of work or for budgetary reasons (see page 1.5.045).
- —Abandonment of Position.** When an employee has been absent for more than 15 days without permission and no communication has been received from him, and efforts to contact the employee have been unavailing, such employee shall be considered as having abandoned his position and shall be separated, with or without prejudice, depending upon the circumstances.
- Dismissals.** **Dismissals.**—The term "dismissal" denotes an involuntary separation from the service with prejudice as the result of serious misconduct on the part of the employee.
- —Maintenance of Efficiency.** Each State Work Projects Administrator is responsible for the efficient operation of the WPA program in his State, and it is the responsibility of each State Administrator to require employees to observe such reasonable standards of performance and conduct as will assure the fulfillment of the

objectives of the WPA program. Where an employee so conducts himself that his actions are a reflection on the Administration or detrimental to the public service, such employee shall be subject to summary dismissal.

An employee who is dismissed may, at the discretion of the State Administrator, be denied or granted the annual leave accumulated and accrued to his credit at the time of dismissal (see page 1.5.058).

— —Accrued
Leave.

Each employee dismissed with prejudice shall be entitled to protest his separation under the procedure provided on page 1.5.078.

— —Right of
Appeal.

Added Dec. 30, 1941

NOTICE OF SEPARATION, WPA Form 241

Notice of Separation, WPA Form 241, shall be used for notices to employees of separation actions. As in the case of WPA Forms 256 and 259, WPA Form 241 shall be used for the original only, which shall be routed to the employee. All copies of such notices shall be prepared on *Personnel Record Duplicate, WPA Form 257*, and routed as outlined on pages 1.5.038-1.5.039.

Notice of
Separation,
WPA Form 241.

Federal Works Agency WPA Form 241	FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION
NOTICE OF SEPARATION	
Date _____	
Name _____	
The following action has been taken concerning your employment with the Work Projects Administration:	
Nature of action _____	
Position _____	
Grade _____	
Salary _____	
Division _____	
Section _____	
Unit _____	
Region _____	
State _____	
Official station _____	
Effective: Last day of work _____	
Last day on pay roll _____	
If you have any transportation request books, travel identification cards, building passes, Bell System telephone credit cards, or any Work Projects Administration property in your possession, these must be returned to the proper official before your final pay check can be released.	

The requirements for the preparation of WPA Form 241 are mostly self-explanatory. All information required for the entries on the form shall be obtained from the related *Request for Separation or Suspension, WPA Form 240*, as approved by the State Administrator or his Authorized representative. The statement of the nature of the action in the space provided shall be the appropriate standard term as prescribed on page 1.5.005; namely, (1) "Termination," (2) "Dismissal," or (3) "Resignation." The space following the printed statements at the bottom of the form shall be used to state the reason for the separation.

—Preparation.

The instructions on page 1.5.037 with respect to the signing of notices on WPA Form 256 also are applicable to the signing of notices on WPA Form 241.

—Approval.

PART VII. LEAVE REGULATIONS

Regulations governing the granting of annual and sick leave with pay to employees of the United States Government are prescribed in Executive Orders Nos. 8384 and 8385, dated March 29, 1940. Regulations governing holiday, military, and court leave and jury duty are prescribed in Federal statutes and in Executive orders.

Authority for Leave.

The regulations pertaining to leave which are applicable to WPA employees are set forth in this part, together with regulations relating to the granting of leave without pay and procedure for the requesting, granting, and controlling of leave.

—WPA Regulations.

The regulations set forth on pages 1.5.058-1.5.060 and 1.5.061-1.5.064 on annual and sick leave, respectively, shall be considered as effective as of March 2, 1940, except (1) the provisions of items 2 and 5 on pages 1.5.058 and 1.5.059, and (2) the provisions of item 5 on pages 1.5.061-1.5.062 shall be considered as effective as of July 1, 1936, provided that the total amount of leave to the credit of any employee resulting from adjustment of such leave on the basis of these revised regulations shall not exceed the amount authorized to be accumulated.

—Effective Dates.

In those States where the State Administrator has established a 5-day work week for appointive employees, Saturdays or other days in lieu thereof upon which work is not required to be performed shall be considered administrative nonwork days. Employees shall not be charged for absence on such days occurring within periods of annual or sick leave.

—Application in 5-Day Week States.

WPA Employees Eligible and Not Eligible for Annual, Sick, and Military Leave

Instructions relating to the WPA employees eligible and not eligible for annual, sick, and military leave are set forth below.

WPA Employees' Eligibility Status for Annual, Sick, and Military Leave Benefits.

WPA Employees Eligible for Annual, Sick, and Military Leave.—All WPA appointive employees are entitled to annual, sick, and military leave in accordance with the regulations prescribed herein, except as provided in the subsection below.

—Eligible.

Employee terms used for the purpose of this part only are defined as follows:

—Employee Definitions.

1. *Emergency Employees.*—Those employees whose compensation is paid from emergency funds and whose tenure of appointment is limited to the period for which the emergency funds are available. All WPA appointive employees fall in this general category.
2. *Temporary Employees.*—Those employees appointed for definite periods of time not exceeding 6 months.
3. *Indefinite Employees.*—Those employees appointed for the "duration of the job" and those who, although paid when actually employed, are continuously employed or required to be available for duty for a period of not less than 1 month, as distinguished from part-time or intermittent employees.

— — — Emergency Employees.

— — — Temporary Employees.

— — — Indefinite Employees.

The term "permanent employees" as used herein, means those employees of other Federal agencies who are appointed without limitation as to length of service or for definite periods in excess of 6 months and who are not paid from emergency funds.

— — — Permanent Employees.

- Not Eligible. **WPA Employees Not Eligible for Annual, Sick, and Military Leave.**—The classes of employees not eligible for annual, sick, and military leave are as follows:
- —Project Employees. 1. All persons employed on WPA-operated work projects and paid from project funds, including project supervisory employees paid on a monthly salary basis.
 - —Supply Section Employees Other Than Appointive. 2. All persons paid from the supply fund except those who qualify as WPA appointive employees.
 - —Administrative on Other Than Annual Salary Basis. 3. All persons paid from general administrative funds on other than annual salary basis. Such employees are—
 - (a) Per diem or per hour employees engaged in an emergency who may be employed for more than a 7- or 8-hour shift within 24 hours during the emergency.
 - (b) Part-time or intermittent employees.
 - (c) Persons engaged under contract.
 - (d) Employees engaged temporarily for less than a month on a piece-price basis.
 - (e) Temporary employees engaged on construction work at hourly rates.
 - (f) Employees who are paid at hourly rates but who are not engaged on construction work, such as mechanics, skilled laborers, and others engaged in various services on maintenance, repair, clean-up work, etc., where employment is more or less intermittent and not on a regular and continuous basis.
 - (g) Employees paid on a fee basis, such as physicians, surgeons, and other consultants.
 - —Temporary Employees Not Entitled to Military Leave. 4. Temporary employees in appointive positions are not entitled to military leave (see page 1.5.065).
 - Reinstatement Without Break In Service. Regulations are set forth on pages 1.5.058 and 1.5.061-1.5.062 which provide that a WPA appointive employee transferred without break in service to a position which does not entitle him to annual and sick leave shall be credited with all leave accumulated and accrued on the date of such transfer at such time as he may be subsequently retransferred to a position which again entitles him to annual and sick leave. Such subsequent retransfer shall also be without break in service.

Legal Holidays

Appointive employees of the Work Projects Administration are entitled to the following holidays with pay: New Year's Day (January 1); Washington's Birthday (February 22); Memorial Day (May 30); Independence Day (July 4); the first Monday in September, known as Labor Day; Armistice Day (November 11); Thanksgiving Day; Christmas Day (December 25); and such other days as the President of the United States may designate.

Authorized
Legal Holi-
days.

When any of these holidays fall on Sunday, the following Monday shall be observed, unless otherwise specifically provided for by proper authority. Such holidays occurring within a period of leave without pay will be counted as part of the leave.

—When Holi-
days Fall on
Sunday.

WPA appointive employees also are entitled to pay for nonwork days established by Executive or administrative order. On local holidays when Federal work may not be properly performed, such days may be declared nonwork days by order of the State Work Projects Administrator, provided prior authorization is secured from the Commissioner of Work Projects.

—Special Non-
work Days.

Annual Leave

- Annual Leave. The regulations governing annual leave are set forth in this section. Definitions of terms used are as follows:
- —Accumulated Leave. *Accumulated Leave.*—The unused annual leave not exceeding 60 days which has accrued during years prior to the current year.
 - —Current Annual Leave. *Current Annual Leave.*—The leave authorized for the current year.
 - —Current Accrued Leave. *Current Accrued Leave.*—That part of the current annual leave which bears the same ratio to the current annual leave that the expired part of the current year bears to the full year.
 - —Unaccrued Leave. *Unaccrued Leave.*—That part of the current annual leave which bears the same ratio to the current annual leave as the unexpired part of the current year bears to the full year.
- Regulations. Annual Leave Regulations.
- —Rate of Accrual.
 1. Employees, other than temporary employees, shall be entitled to annual leave accruing at the rate of $2\frac{1}{2}$ days per month for each month of service, and may in addition be granted accumulated leave not to exceed 60 days. Annual leave shall not be granted in advance of its accrual.
 - —Transfers Without Break in Service.
 2. An employee transferred or reappointed without break in service from one permanent, emergency, or indefinite position to another permanent, emergency, or indefinite position within the same or a different governmental agency shall at the time of his transfer or reappointment be credited with such accumulated and current accrued leave as may be due him, or charged with any unaccrued leave which may have been advanced, provided such latter position is also within the purview of these regulations. An employee transferred or appointed without break in service from one permanent, emergency, or indefinite position which has entitled him to annual leave benefits, to another position or employment in the Federal service which does not entitle him to annual leave benefits, shall be credited with all leave accumulated and accrued on the date of such transfer or appointment at such time as he may be subsequently retransferred or reappointed to a position within the purview of these regulations, provided such subsequent retransfer or reappointment is also without break in service. "Break in service" means separation from the Federal service for a period of 1 or more days upon which administrative or project operations had been scheduled as shown on the appropriate pay roll(s). Under no circumstances shall an employee be retransferred to an appointive position for the sole purpose of granting annual leave which would be reestablished to his credit upon such transfer.
 - —Voluntary Separation Without Prejudice.
 3. An employee voluntarily separated from the service without prejudice during any calendar year shall be entitled to all of his accumulated leave, plus his current accrued leave to and including the date of separation.
 - —Involuntary Separation.
 4. An employee who is involuntarily separated from the service other than for cause due to his own misconduct shall be entitled to all of his accumulated leave and current accrued leave, and the date of his discharge shall be fixed so as to permit him to take such leave. The date of discharge of an employee separated from the service for cause due to his own misconduct may, within the discretion of the administrative office concerned, be fixed so as to permit the allowance of all, none, or any part of the accumulated leave and current accrued leave.

5. Leave without pay shall not be granted until all accumulated and current accrued leave allowable under these regulations is exhausted, except that—
- (a) An employee injured in line of duty may be granted leave without pay, if desired, covering the period of absence necessary to recover from such injury, instead of covering such time by annual leave; and during absence because of such injury and while being paid by the U. S. Employees' Compensation Commission, such an employee shall continue to earn leave, which shall, however, be granted only in the event of his return to actual duty.
 - (b) An employee who is ordered to active military, naval, or Coast Guard duty may, prior to the exhaustion of his accumulated and current accrued leave, be granted leave without pay or furlough during all or any portion of the period necessary to perform such duty (see page 1.5.065).
6. Annual leave shall accrue to an employee while in a leave-with-pay status including final annual leave status. Except as provided in item 5, annual leave shall not accrue to an employee while in a nonpay status due to leave without pay or furlough when the duration of such nonpay status in any calendar year aggregates 30 calendar days or more: *Provided*, that when the duration of such nonpay status is in excess of 30 calendar days in any calendar year, such excess shall affect the accrual of annual leave only when it aggregates 10 calendar days and likewise for each aggregate period of 10 calendar days thereafter. Annual leave shall not accrue during any period of suspension for disciplinary reasons.
7. Employees shall be charged with annual leave only for absences on days upon which they would otherwise work and receive pay. No charge shall be made against annual leave for absence on a Sunday which does not occur within a regular tour of duty, holidays, and nonwork days established by Federal statute or by Executive or administrative order: *Provided*, that in the case of employees whose terms or conditions of employment require that they regularly work on a Sunday or holiday and be off duty on another day of the week in lieu thereof, the Sunday or holiday occurring within a period of annual leave shall be charged as annual leave and the lieu day shall not be so charged.
8. Annual leave accrues and shall be charged by days and fractions thereof. No adjustments in the accumulated and accrued leave of an employee shall be made where there is a change in the number of work hours per day or number of work days per week administratively established for the employee.
- Annual leave granted for the full number of hours administratively established for the employee for the work day involved shall be charged as 1 day, except as provided below, irrespective of the number of days administratively established as the employee's work week.
- Except as provided below, annual leave granted for less than the full number of hours administratively established for the employee for the work day involved shall be charged in the ratio that the amount of annual leave granted bears to the number of work hours established for that work day. The minimum charge for annual leave shall be 15 minutes and additional leave shall be granted in like multiples.
- Any annual leave granted on a Saturday, part holiday, or on any other day of the week established in lieu thereof if the employee is required
- —Limitation on Leave Without Pay.
 - —Accrual of Leave During Leave Periods.
 - —Charging Annual Leave.
 - —Computation of Charges.
 - —Basis.
 - —Full Day's Absence.
 - —Partial Day's Absence.
 - —Absence on Part Holiday.

to work a full day on the Saturday or part holiday, shall be charged in the ratio that the amount of annual leave granted bears to the number of work hours of the prevailing work day administratively established for the employees.

Example: If the work week administratively established for an employee consists of five 7-hour days and one 4-hour day, and the employee is absent on annual leave for 4 hours on the 4-hour day, the charge would be four-sevenths of a day (as the amount of absence, 4 hours, is in the ratio of four-sevenths to the employee's prevailing work day of 7 hours).

— —Grant
After Return
From Nonpay
Status.

9. Annual leave shall not be granted with pay at the beginning of a calendar year immediately following a period of absence in a nonpay status in the preceding year unless and until there is a return to duty, at which time leave may be retroactively granted. Leave without pay under any other circumstances may not later be converted into annual leave.

— —Employees
Entered Upon
Active Military
or Naval
Service.

10. Public Law No. 517, 77th Congress, approved April 7, 1942, provides that employees of the United States Government, its Territories, or possessions, or the District of Columbia (including employees of any corporation created under authority of an act of Congress which is either wholly controlled or wholly owned by the United States Government, or any corporation, all the stock of which is owned or controlled by the United States Government, or any department, agency, or establishment thereof, whether or not the employees thereof are paid from funds appropriated by Congress), who, subsequent to May 1, 1940, shall have entered upon active military or naval service in the land or naval forces of the United States by voluntary enlistment or otherwise, shall be entitled to receive, in addition to their military pay, compensation in their civilian positions covering their accumulated or current accrued annual leave, or to elect to have such leave remain to their credit until their return from active military or naval service.

— —Temporary
Employees.

— —Rate
of Accrual.

11. Temporary employees shall be granted $2\frac{1}{2}$ days' leave for each full month of service. This shall preclude granting leave to such employees for fractional portions of months of service. Such leave shall be credited only at the end of the month in which it accrues. Temporary employees shall be charged with annual leave only for absence on days upon which they would otherwise work and receive pay. Charge shall not be made against annual leave for absence on Sundays which do not occur within a regular tour of duty, holidays, and nonwork days established by Federal statute or by Executive or administrative order. A temporary appointment may not be extended for the purpose of granting accrued leave.

— —Leave
Credit on
Regular
Appointment.

12. Temporary employees who subsequently receive indefinite, emergency, probational, or permanent appointments without break in service shall be entitled to $2\frac{1}{2}$ days' annual leave for each full month of service to the date of such indefinite, emergency, probational, or permanent appointment and thereafter at the rate of $2\frac{1}{2}$ days per month, and shall be credited with such accumulated and current accrued leave as may be due.

— —Recorded
on Calendar-
Year Basis.

13. The annual leave authorized by these regulations shall, except as to temporary employees, be recorded and administered on a calendar-year basis.

Sick Leave

Sick leave with pay shall be granted to WPA appointive employees when they are incapacitated for the performance of their duties by sickness, injury, or pregnancy and confinement; or when some member of the immediate family of the employee is afflicted with a contagious disease and requires the care and attendance of the employee; or when, through exposure to contagious disease, the presence of the employee at his post of duty would jeopardize the health of others.

Sick Leave.

—Basis of Granting.

Sick leave shall not be granted for slight illness or indisposition not incapacitating the employee for the performance of his regular duties, or for absence for the purpose of being treated professionally by a dentist or oculist in his office; but sick leave may be granted for detention at home or in a hospital by illness or disability due to causes as to which a dentist or oculist is qualified to certify.

—Limitations on Granting.

Except as provided in item 1 of this section, WPA appointive employees shall be entitled to sick leave at the rate of $1\frac{1}{4}$ days for each month of service, and if such leave is not used it shall accumulate, provided that the total accumulation shall not exceed 90 days. Sick leave accruing during any month of service shall be available at any time during the month.

—Rate of Accrual.

Other regulations regarding the accrual, granting, and charging of sick leave are as follows:

1. In cases of serious disability or ailments, and when the exigencies of the situation so require, sick leave may be advanced not in excess of 30 days in addition to the unused sick leave that has accumulated to the credit of the employee: *Provided*, that temporary employees shall not be entitled to an advance of sick leave; and *provided further*, that no advance of sick leave shall be made to any employee unless the absence from duty on account of illness is for a period, or periods, of not less than 5 consecutive work days, except that advanced leave in a less amount may be granted to supplement accrued leave to cover a continuous absence of 5 work days or more; that every case of advanced leave shall be supported by a certificate of a registered practicing physician or other practitioner; that the total of such advances shall not at any time exceed 30 days in excess of the accumulated sick leave; and that such advances shall be charged against sick leave subsequently accumulating.
2. When an employee applies for sick leave in excess of the amount accumulated to his credit and the circumstances do not justify such an advance, the excess leave applied for, if granted and used, shall be charged against any unused annual leave to which the employee is entitled; or, if there is no unused annual leave, the excess shall be charged as leave without pay, and such excess leave, however charged, shall not thereafter be converted into either sick or annual leave subsequently accumulating.
3. Sick leave shall not be advanced in an amount that would exceed the total that would accumulate during the period from the date of the advance to the termination of a limited appointment (not temporary in character) or one expiring on a specified date.
4. Advance sick leave may be granted irrespective of whether the employee has to his credit unused annual leave.
5. An employee transferred or reappointed without break in service from one permanent, emergency, or indefinite position to another permanent, emergency, or indefinite position within the same or a different governmental

—Advancement.

—Charge Where Sick Leave Is Exhausted.

—Limitation on Advance.

—Not Affected by Available Annual Leave.

—Transfer Without Break in Service.

agency shall at the time of his transfer or reappointment be credited with accumulated sick leave, and charged with sick leave previously advanced in excess of that accumulated, provided such latter position is also within the purview of these regulations. An employee transferred or reappointed without break in service from one permanent, emergency, or indefinite position which has entitled him to sick leave benefits to another position or employment in the Federal service which does not entitle him to sick leave benefits, shall be credited with all leave, accumulated and accrued on the date of such transfer or appointment at such time as he may be subsequently retransferred or reappointed to a position within the purview of these regulations, provided such subsequent retransfer or reappointment is also without break in service. "Break in service" means separation from the Federal service for a period of 1 or more days upon which administrative or project operations have been scheduled as shown on the appropriate pay roll(s).

—Accrual
During Leave
Periods.

6. Sick leave shall accrue to an employee while in a leave-with-pay status. Sick leave shall not accumulate to an employee while in a nonpay status due to leave without pay or furlough when the duration of such nonpay status in any calendar year aggregates 30 calendar days or more: *Provided*, that when the duration of such nonpay status is in excess of 30 calendar days in any calendar year, such excess shall affect the accumulation of sick leave only when it aggregates 10 calendar days, and likewise for each aggregate period of 10 calendar days thereafter. Sick leave shall not accrue during any period of suspension for disciplinary reasons.

—Refund of
Advance in
Case of
Separation.

7. In the case of voluntary separation or removal for cause of an employee to whom sick leave has been advanced in an amount in excess of that accumulated, the employee shall refund the amount paid him for the period of such excess, or deduction therefor shall be made from any salary due him or from any amount in the retirement fund to his credit. Such indebtedness shall be charged against the employee on the basis of the salary rate applying during the period of advanced sick leave and on the basis of 1 day's pay for each day of absence on a day upon which the employee would otherwise work and receive pay, such days of absence being exclusive of Sundays which do not occur within a regular tour of duty, holidays, and all nonwork days established by Federal statute or by Executive or administrative order. Absences for fractional parts of a day shall be charged proportionately.

This section shall not apply in cases of death, retirement for age or disability, or reduction of force, or in case an employee who is not eligible for retirement is unable to return to duty because of disability, evidence of which shall be supported by an acceptable certificate from a registered practicing physician or other practitioner.

—Days Charged.

8. Employees shall be charged for sick leave only for absence on account of illness on days upon which they would otherwise work and receive pay. Absence on account of illness on Sundays not occurring within a regular tour of duty, on holidays, and on all nonwork days established by Federal statute or Executive or administrative order shall not be charged as sick leave.

—Computa-
tion of
Charges.

—Basis.

9. Sick leave accrues and shall be charged by days and fractions thereof. No adjustments in the accrued sick leave of an employee shall be made where there is a change in the number of work hours per day or number of work days per week administratively established for the employee.

Sick leave granted for the full number of hours administratively established for the employee for the work day involved shall be charged as 1 day, except as provided below, irrespective of the number of days administratively established as the employee's work week.

— —Full Day's Absence.

The minimum charge for absence on account of sickness on any work day shall be one-half day. Charges for additional sick leave on the same day shall be made as follows:

— —Minimum Charge.

- (a) Except as provided below, where sick leave is granted on the same day in excess of the number of hours equalling one-half of the number of work hours administratively established for the employee for the work day involved, such additional sick leave shall be charged in multiples of one-half hour in the ratio that the amount of such additional sick leave granted bears to the number of work hours established for that day.

— — —Additional Absence on Full Work Day.

Example: If the number of work hours administratively established for the employee for the work day involved is 7, and the employee has been absent on account of sickness for $5\frac{1}{2}$ hours on that day, the minimum charge of one-half day covers the first $3\frac{1}{2}$ hours of absence (i.e., one-half of 7 hours), and the additional absence of 2 hours shall be charged as two-sevenths of a day. The total charge, therefore, would be eleven-fourteenths of a day.

- (b) In the case of a Saturday, part holiday, or any other day of the week established in lieu thereof if the employee is required to work a full day on the Saturday or part holiday, absence on account of sickness in excess of the number of hours equalling one-half of the number of work hours of the prevailing work day administratively established for the employee shall be charged in multiples of one-half hour in the ratio that the amount of such additional sick leave granted bears to the number of work hours in the prevailing work day.

— — —Absence on Part Holiday.

Example: If the work week administratively established for the employee consists of five 7-hour days and one 4-hour day, and the employee is absent on account of sickness for 4 hours on the 4-hour day, the minimum charge of one-half day covers the first $3\frac{1}{2}$ hours of absence, and the additional absence of one-half hour shall be charged as one-fourteenth of a day (as such additional one-half hour is in the ratio of one-fourteenth to the employee's prevailing work day of 7 hours). The total charge, therefore, would be eight-fourteenths of a day.

Example: If in the above example the employee were absent on account of sickness for 2 hours on the 4-hour day, the charge would be one-half day, which is the minimum charge.

10. Notification of absence on account of sickness shall be given as soon as possible on the first day of absence. If such notification is not made in accordance with this regulation, such absence may be charged to annual leave or leave without pay. Application for sick leave shall be filed within 2 days after return to duty. For periods of absence of 3 work days or less, the total of which shall not exceed 12 work days in any 1 calendar year, the applicant's signed statement on *Application for Leave*, WPA Form 253, may be accepted.

—Notification of Sickness.

11. In case of a period of absence in excess of 3 work days, a certificate of a registered practicing physician or other practitioner supporting the application for sick leave shall be filed not later than 15 days after return to duty. In remote localities where such certificate cannot reasonably be obtained, the applicant's signed statement as to the nature of the illness and the reason why a certificate is not furnished may be accepted.

—Physician Certification for Absence in Excess of 3 Days.

12. When sickness continuing for more than 5 work days occurs within a period of annual leave, the period of illness may, upon presentation of the

—Sickness During Annual Leave.

certificate of a registered practicing physician or other practitioner, be charged as sick leave, and the charge against annual leave reduced accordingly. No such charge against sick leave shall be made for illness which does not last more than 5 work days. Application for such substitution of sick leave for annual leave shall be made within 2 days after the expiration of the annual leave period: *Provided*, that this provision may be waived by the Federal Works Administrator.

—Grant After
Return From
Nonpay Status.

13. Sick leave may not be granted for a period immediately following a period of absence in a nonpay status, unless and until there is a return to actual duty, nor may such leave without pay be converted into sick leave.

—Transfer of
Accrued Leave.

14. Sick leave accumulated during temporary appointment shall be credited to an employee who receives an indefinite, emergency, probational, or permanent appointment without break in service but shall not be transferable elsewhere under any circumstances.

—Retroactive
Provisions.

15. In the case of an employee who was not entitled to sick leave under prior law but who is now entitled thereto, sick leave as accumulated may be substituted for leave without pay or annual leave taken because of illness between January 1 and March 14, 1936.
16. Sick leave taken in excess of $1\frac{1}{4}$ days a month during the period between January 1 and March 14, 1936, shall be charged against sick leave subsequently accumulating.

Military Leave

Statutory provisions governing the granting of military leave of absence without loss of pay, time, annual leave, or efficiency rating to WPA appointive employees are outlined below. Only employees who are members of the military organizations listed are entitled to military leave. Temporary employees and employees paid on a basis of when actually employed are not entitled to military leave.

**Military
Leave.**

1. *National Guard.*—Members of the National Guard shall be entitled to leave of absence from their respective duties on all days during which they shall be engaged in field or coast-defense training ordered or authorized by competent authority.

**—National
Guard.**

Members of the National Guard of the District of Columbia are entitled, in addition, to military leave with pay for all days of service which may be ordered by the commanding officer.

2. *Officers' Reserve Corps.*—Members of the Officers' Reserve Corps shall be entitled to leave of absence from their respective duties on all days during which they shall be ordered to duty with troops or at field exercises, or for instruction, for periods not to exceed 15 days in any 1 calendar year.

**—Officers'
Reserve Corps.**

3. *Naval Reserve, Marine Corps Reserve, and Coast Guard Reserve.*—Members of the Naval Reserve, the Marine Corps Reserve, and the Coast Guard Reserve shall be entitled to leave of absence from their respective duties on all days during which they are employed, under orders, on training duty for periods not to exceed 15 days in any 1 calendar year.

**—Naval Reserve,
Marine Corps
Reserve, and
Coast Guard
Reserve.**

Interpretations by the Comptroller General with respect to the statutory provisions governing military leave as outlined above include: (1) a ruling that an employee who is a candidate for a commission in the Officers' Reserve Corps is not entitled to military leave for attendance at a military camp for training, as such training is not considered as "duty with troops or at field exercises, or for instruction"; and (2) a ruling that a National Guard officer is not entitled to military leave while in attendance at a military school for instruction, as such attendance is not considered as "field or coast-defense training."

**—Comptroller
General
Interpretations.**

Applications for military leave shall be submitted in advance and each application shall be supported by a copy of the order requiring attendance for duty. Proper arrangements should be made with the appropriate authorities to prevent impairment of the Government service by absence of excessive numbers of employees on military leave at the same time. Each employee granted military leave shall be required to submit upon returning to duty a certificate of attendance from his commanding officer showing the days on which the employee was engaged in military training or service.

**—Submission
of Requests.**

Where an employee who is ordered to active military, naval, or Coast Guard duty for any period for which he may not be granted military leave as provided above, he may, prior to the exhaustion of his accumulated and current accrued annual leave, be granted leave without pay during all or any portion of the period necessary to perform such duty. In addition an employee who, subsequent to May 1, 1940, shall have entered upon active military or naval service in the land or naval forces of the United States by voluntary enlistment or otherwise, shall be entitled to receive in addition to his military pay, compensation in his civilian position covering his accumulated or current annual leave, or to elect to have such leave remain to his credit until his return from active military or naval service.

**—Granting of
Annual Leave
and Leave
Without Pay.**

Leave Without Pay

Leave Without Pay.

Leave without pay shall be granted only when the public service will not suffer thereby and only after the employee has exhausted all accumulated leave and current accrued leave except as provided in item 5 on page 1.5.059. The granting of leave without pay for a period in excess of 6 months shall be authorized only where there is unusual justification, such as in the case of an employee who has been ill and who can present definite evidence that convalescence will have been completed by the end of a total period not exceeding 9 months. Maternity leave without pay normally should be restricted to a maximum of 6 months.

—Attending School.

The granting of leave without pay to enable an employee to attend school shall be authorized only where there is definite evidence that the Administration will benefit from the special studies that the employee proposes to make during the leave period. Leave without pay for such purpose shall not be granted for a period in excess of 1 year or beyond the period for which emergency funds are available.

—Conversion of Leave.

Leave without pay shall not thereafter be converted into either sick or annual leave subsequently accumulating. An exception to this regulation is provided, however, where an employee is suspended and placed on leave without pay pending an investigation of alleged irregularities and is subsequently reinstated without prejudice and with a clear record. In such cases the employee shall be entitled to his accumulated and current accrued leave as of the day of the suspension, and may be granted annual leave, to the extent available, retroactively as of the day of the suspension in place of the leave without pay. While such employee may not be placed in duty status retroactively, he may be paid on an annual-leave basis to the extent that annual leave is available.

—Annual and Sick Leave Accruals.

Annual and sick leave may not accrue to the credit of an employee on leave without pay when such absence is continuous for 30 or more calendar days in any calendar year. Sundays, holidays, and half-holidays occurring within a period of leave without pay shall be charged as whole days. Absence on leave without pay for the full working period on Saturday shall be charged as a whole day. When the last day of a period of leave without pay is a Saturday (or other day) of which the afternoon is a holiday, and the employee returns to duty the following Monday morning (or next morning), the whole day shall be charged as leave without pay.

Instructions for granting leave without pay during a furlough for military or naval duty are found on pages 1.5.045-1.5.0461.

Court Leave and Jury Duty

Statutory provisions relating to the service of WPA appointive employees as jurors or witnesses in court proceedings are outlined below.

Jury Service.—The compensation of an appointive employee who may be called upon for jury service in any State or municipal court or any court of the United States shall not be diminished during the term of such jury service by reason of such absence, except as provided below in the case of jury service in a State or municipal court, nor shall such period of jury service be deducted from the time allowed for any leave of absence authorized by law. This regulation is not applicable to temporary employees or employees paid on a basis of "when actually employed."

An appointive employee who may be called upon for jury service in any court of the United States shall not receive any compensation for such service other than the compensation payable by the Work Projects Administration.

The period of absence allowed for jury service shall encompass the entire period from the date on which the employee is required to report to the court, as stated in the summons, to the date the employee is discharged by the court, regardless of the number of hours per day or days per week the employee actually served on a jury(s) during the period. However, in cases where an employee is summoned for jury duty for an extended term and is excused or discharged by the court during such term for an indefinite period subject to call by the court, or for a definite period in excess of 1 day, the term of jury service shall be regarded as having been curtailed or reduced by the court to the extent of the days for which the court has excused or discharged the employee, and on such days the employee shall not be entitled to be absent from duty unless such absence is charged to annual leave, leave without pay, or sick leave, as may be appropriate.

The compensation received by a WPA appointive employee for jury service in a State or municipal court shall be accounted for to the Work Projects Administration by collection from the employee or deduction on the pay roll, and transmitted to the Treasury State Disbursing Clerk for covering into "Miscellaneous Receipts," provided that the amount collected or deducted on the pay roll shall not be in excess of the amount of salary or compensation otherwise payable to the employee for the period of his absence on account of jury service. Upon completion of the period of duty service, the employee shall be instructed to obtain a jury-duty certificate signed by the clerk of the court. This certificate shall be transmitted to the State Division of Finance. Instructions relating to the handling of collections and deductions are set forth on pages 4.2.075-4.2.078.

The above regulations are not applicable where the employee is in a leave-without-pay status when called for jury service and during the period of such jury service. In such cases the employee is entitled to receive and retain any jury compensation to which jurors are entitled. An employee who is in a leave-without-pay status when called for jury service shall not be restored to pay status during the period of jury service for the purpose of enabling him to receive his regular compensation from the Work Projects Administration.

Witness Service.—Compensation for time lost and expenses incurred by an appointive employee testifying as a witness in any judicial proceeding shall be as follows:

1. Pursuant to the provisions of section 850 of the Revised Statutes, an appointive employee who is subpoenaed to testify as a witness for the Government at Federal grand-jury proceedings or at a trial of a case

Court Leave
and Jury
Leave.

—Jury
Service.

— —United
States Court.

— —Absence
Allowed.

— —State or
Municipal
Court.

— —Employee
in Nonpay
Status.

—Witness
Service.

— —For the
Government.

will be reimbursed for his actual expenses from appropriations available to the Department of Justice. In such cases, the employee shall be considered as in a duty and work status during the period of his necessary absence.

— —In Official Capacity.

2. In accordance with a decision of the Comptroller General of the United States (15 Comp. Gen. 196), an appointive employee subpoenaed to testify as a witness in an official capacity, or to produce official records in private or other litigation, or at other than Federal grand-jury proceedings, shall be considered as in a duty and pay status during the period of his necessary absence. In such cases the employee shall be instructed to collect the authorized witness fees and allowances for expenses of travel and subsistence and shall account to the Work Projects Administration for the total amount received. Such total amount, if not in excess of the employee's actual travel and per diem expenses, shall be credited to the appropriation from which the expenses were paid. Any amount collected by the employee in excess of his actual expenses shall be deposited in the United States Treasury as "Miscellaneous Receipts."

— —In Private Capacity.

3. An appointive employee subpoenaed to testify as a witness in other than an official capacity, or other than as a witness for the Government, is entitled to the usual witness fees and expenses. The time absent on such occasions shall be charged as annual leave (to the extent available) or leave without pay.

Revised Mar. 21, 1941

Regulations for the Requesting, Granting, and Controlling of Leave

The granting of leave shall be consistent with the needs of the public service. While annual leave is a right, the time at which any leave is taken (except sick leave) shall be subject to the prior approval of the State Work Projects Administrator or his authorized representatives. Due precautions shall be taken that the public service shall not suffer because of the absence on leave of excessive numbers of employees at the same time. On the other hand, every effort shall be made to avoid the undue accumulation of large amounts of annual leave; and, when the State Administrator determines that it is in the public interest, he may require an employee(s) to take accumulated and accrued leave at such time(s) and in such amount(s) as the public service may require.

Rights to Leave Privileges.

When the date of furlough without pay or separation of an employee has once been fixed administratively so as to permit the employee to take his accumulated and current accrued leave as contemplated by the provisions on page 1.5.058 and the employee has had notice thereof, the pay status of the employee shall not be extended for the purpose of granting any other form of leave of absence with pay, whether for sickness, or military duty, or for the purpose of performing witness duty for the Government, whether the application for such extension is received in the administrative office prior or subsequent to the termination date properly fixed administratively.

—In Case of Separations.

Employees shall submit applications for leave on *Application for Leave, WPA Form 253*. Except in the case of sick leave, applications for leave shall be submitted in advance. In the case of sickness, application for sick leave shall be filed within 2 days after return to duty. When an employee is detained by causes beyond his control and is unable to report for duty at the prescribed hour, he shall notify his superior to that effect within 2 hours of such prescribed hour, if practicable, on the first day of absence. Absence from duty for any cause without prior permission must be satisfactorily explained, and, if not satisfactorily explained, shall be charged as leave without pay. Repetition of such offense shall be deemed sufficient grounds for dismissal.

Application for Leave, WPA Form 253.

WPA Form 253 is designed so that applications for annual leave, military leave, or leave without pay shall be prepared on the side entitled "Application for Leave." Applications for sick leave shall be prepared on the side entitled "Application for Sick Leave."

—Types of Leave.

In preparing WPA Form 253, the employee making application for leave shall enter, on the appropriate side of the form, all the data required above the space provided for the signature of his superior officer. The type of leave for which application is made shall be indicated by blocking out the words designating other types of leave. The spaces provided on the stub shall be reserved for completion by the officer in charge of leave records.

—Preparation.

After signing the form, the employee shall submit the application to his superior officer who, if he approves the granting of the leave, shall sign the form in the space provided and forward the application to the approving officer designated by the State Administrator. If the authority to approve administratively the application is vested in the employee's superior officer, such officer shall sign as approving officer.

—Routing.

The block entitled "Visiting nurse report" is provided for use in those States which maintain a nurse on the administrative staff and utilize the

—Visiting Nurse.

Front

(This form printed in Washington)

[Back](#)

—In Case of Separation of Leave Records.

Revised Apr. 23, 1941

leave records shall return the application unsigned to the employee's superior officer with a memorandum of the employee's current leave record.

In the case of State Administrations which maintain district offices, and the official leave records are maintained in the State office, approved applications for leave for appointive employees attached to district offices shall be transmitted to the State office with the administrative time report. In such cases the officer in charge of leave records, after determining that the employee is entitled to the leave in question, shall complete the form in the same manner as prescribed above and shall return the executed stub to the district office.

— — In Case of
Centralized
Leave Records.

Records of the leave accumulated, accrued, and granted each appointive employee shall be maintained on *Individual Earnings Record—Appointive Employees, WPA Form 507b* (see page 4.2.013).

—Leave-Record
Reference.

Added Mar. 21, 1941

PART VIII. GENERAL PERSONNEL REGULATIONS

General regulations governing conditions of employment, injury and death compensation benefits, employee regulations, and adjustment of grievances are set forth in this part, together with statutory provisions and regulations prohibiting political activity.

General
Personnel
Regulations.

General Conditions of Employment

General conditions of employment for appointive employees of the Work Projects Administration are set forth below. State Work Projects Administrators may prescribe such other conditions as local circumstances may necessitate in order to assure efficient public service.

General
Conditions of
Employment for
Appointive
Employees.

Hours of Work.—The hours of duty of appointive employees shall be not less than 39 hours per week. Usually this will be 7 hours each day, Monday to Friday, inclusive, and 4 hours on Saturday. However, the days on which work shall be performed may be prescribed at the discretion of the State Administrator as long as the requirement of 39 hours of work per week is met.

—Hours of Work.

Overtime work should be permitted only with the approval of proper authority. Payment of extra compensation to employees who work in excess of the daily hours of duty prescribed is not permissible by law. However, an employee who is required to work in excess of 4 hours on a Saturday, where his regular tour of duty requires only 4 hours of work on Saturdays, shall be granted equivalent time off on another day of the week.

—Overtime
Work.

Personal Conduct.—Employees shall not at any time conduct themselves in a manner which might cause embarrassment to or criticism of the Work Projects Administration or interfere with the efficient performance of their duties. An employee who is in a position to grant or influence the granting of favors with respect to WPA operations should not accept from any source with which he has or may have official relations any favor, gift, loan, gratuitous service, or other thing of value; nor should any employee give or use information acquired by means of his official position to advance the interest of himself, his family, his business associates, or his personal friends over those of other persons. Borrowing of money by superiors from subordinates shall not be permitted.

—Personal
Conduct.

Outside Work.—No employee of the Work Projects Administration shall perform or be engaged in any work on his own behalf or for private individuals, firms, companies, organizations, and the like—

—Outside Work.

1. If the outside work will prevent the employee from regularly observing the hours of duty prescribed by the State Administrator.
2. If the efficiency of the employee may be impaired by the performance of outside duties; i.e., where the outside duties are of such nature as to injure the health of the employee or prevent him from doing his best work during official hours due to fatigue or distractions.
3. If the work to be done in a private capacity might be construed by the public to be official acts of the Administration.
4. If the business connections or undertaking may result in a conflict between the private interests of the employee and his official duties or tend to bias his judgment.

5. If the doing of such outside work may involve the use of information secured as a result of the employee's official duties to the detriment of the public service.
6. If such outside employment may tend to bring criticism on or cause embarrassment to the Administration.
7. If the work involves teaching or the giving of instructions of any kind to any person(s) with a view to their special preparation for the examinations of the United States Civil Service Commission.
8. If such employment is with a person or corporation engaged in the performance of a contract with any department or agency of the Federal Government. (General Order No. 44 of the Federal Works Agency provides that the Federal Works Administrator in an appropriate case, upon presentation to him in writing of all facts concerning any such proposed employment, may approve the granting of a request for a leave of absence to an employee who desires to enter the employment of a contractor with the Federal Government for a limited time to render specified services.)

— —Use of
Employees'
Names for
Advertising
Purposes.

In no case shall employees of the Work Projects Administration accept office in, or permit the use of their names in the advertising matter of, any firm, corporation, or other association commercializing on the results of work conducted by the Administration, irrespective of any merits which such enterprise may appear to possess.

—Gifts to
Superiors.

Gifts to Superiors.—No employee shall at any time solicit contributions from other employees in the service for a gift or present to anyone in a superior position; nor shall any such official or superior receive any gift or present offered or presented to him as a contribution from the persons in the service receiving a less salary than himself; nor shall any officer or clerk make any donation as a gift or present to any superior officer.

—Responsi-
bility for
Property.

Property.—Every employee shall be held responsible for the proper use and protection of any Government or other property which may come into his custody or control in any manner whatsoever in the conduct of his official duties. No employee shall use or permit any other person to use any Government or other property under his control for any purpose except such as is necessary for the performance of the work of the Administration. Any employee who appropriates property owned by or in the custody of the Administration for his own personal use shall be subject to summary dismissal and the penalties provided by law.

—Private
Debts.

Indebtedness.—Officers of the Work Projects Administration shall not act as agents or take any direct part in the collection of private debts contracted by appointive employees. However, such employees are expected to pay their just obligations. Where a creditor(s) presents evidence that an appointive employee has continually evaded the payment of an obligation, the State Personnel Officer (or the District Manager in the case of district-office employees) shall discuss the creditor's claim with the employee. If the employee habitually contracts just obligations and evades payment thereof, such circumstances may be considered sufficient ground for disciplinary action.

— —Assign-
ment of
Salaries
Prohibited.

In accordance with Federal statutes, the Work Projects Administration may not recognize assignments of salaries of employees to creditors or judgments rendered against employees. Persons claiming to be creditors or collectors of debts or claims shall be denied access to employees during working hours for the purpose of presenting or collecting private claims.

The lending of money as a business shall not be permitted on the property of the Work Projects Administration, except by credit unions organized by the employees of the Administration under State laws or under Federal laws. Information regarding the charter requirements of State credit unions may be obtained locally in every State except Delaware, Maine, Nevada, New Mexico, Vermont, and Wyoming. Information about Federal credit unions may be obtained from the Director of Personnel, Work Projects Administration, 1734 New York Avenue, Washington, D. C.

-- Credit
Unions for
Lending Money.

Health and Safety.—Working conditions in administrative offices and buildings shall be maintained in accordance with all applicable laws and regulations regarding health and safety. All buildings occupied by the administration shall be inspected by a representative of the Safety Section of the Division of Operations before occupancy and at least monthly thereafter.

-- Health and
Safety.
-- Inspec-
tion by Safety
Section.

Adequate first-aid facilities shall be available to all employees, including the services of a person certified as competent to administer first aid. A rest room and the services of a registered nurse should be provided where the number of employees in any one building warrants such facilities and services.

-- First-Aid
Facilities.

State Administrators shall issue instructions prohibiting any employee afflicted with a contagious disease, or who resides in any dwelling in which a contagious disease exists, from entering any building occupied by the Work Projects Administration until a satisfactory medical certificate has been presented to the appropriate administrative officer.

-- Conta-
gious Disease.

Revised Jan. 28, 1942

Injury and Death Compensation Benefits

Injury and
Death Benefits.
—Authority
for Payment.

Employees of the Work Projects Administration whose services are charged to administrative expense are eligible for compensation, in the event of personal injury sustained while in the performance of duty, under and in accordance with the provisions of the Federal Compensation Act of September 7, 1916, as amended.

The regulations governing the administration of the Federal Compensation Act of September 7, 1916, as amended, are set forth in the United States Employees' Compensation Commission's "Regulations" as amended to June 30, 1939. All injuries involving administrative personnel shall be reported promptly to the State Compensation Officer, who is charged with the responsibility of investigating and forwarding compensation claims to the United States Employees' Compensation Commission in accordance with the Commission's regulations.

The compensation benefits to which administrative employees are entitled, and the general procedure for the reporting of injuries and the submission of compensation claims, are set forth in chapter 4 of volume 4 of the Manual of Rules and Regulations. Detailed instructions may be secured from the State Compensation Officer.

Laws and Regulations Prohibiting Political Activity

The Emergency Relief Appropriation Act contains the following provisions prohibiting political activities:

Laws and Regulations Prohibiting Political Activity.

It shall be unlawful for any person knowingly to solicit, or knowingly be in any manner concerned in soliciting, any assessment, subscription, or contribution for the campaign expenses of any individual or political party from any person receiving compensation or employment provided for by the Emergency Relief Appropriation Act.

—Political Solicitation Prohibited.

It shall be unlawful for any person, directly or indirectly, to promise any employment, position, work, compensation, or other benefit, provided for or made possible by the Emergency Relief Appropriation Act, or any other Act of the Congress, to any person as consideration, favor, or reward for any political activity or for the support of or opposition to any candidate in any election or any political party.

—Promising Employment for Political Activity Prohibited.

Except as may be authorized or required by law, it shall be unlawful for any person to deprive, attempt to deprive, or threaten to deprive, by any means, any person of any employment, position, work, compensation, or other benefit, provided for or made possible by the Emergency Relief Appropriation Act, on account of race, creed, color, or any political activity, support of, or opposition to any candidate or any political party in any election.

—Racial, Religious, or Political Discrimination Prohibited.

The Emergency Relief Appropriation Act provides the following penalty for any person found guilty of violating the above provisions:

—Penalty for Violation.

Any person who knowingly violates any provision of the Act shall be guilty of a felony and, upon conviction, shall be fined not more than \$1,000 or imprisoned for not more than one year, or both. These provisions shall be in addition to, and not in substitution for, any other provisions of existing law.

The Division of Investigation is responsible for the investigation of all complaints or information alleging a violation of the above-cited provisions of the Emergency Relief Appropriation Act. State Administrators shall forward all complaints and information indicating a possible violation of these provisions to the Director, Division of Investigation, Work Projects Administration, Washington, D. C., for appropriate attention. In transmitting such complaints or information to the Division of Investigation, where a WPA employee is alleged to be involved, the State Administrator shall include in his letter of transmittal the name, address, WPA title, and WPA employment record of the person charged with the violation of these provisions.

—Division of Investigation's Responsibility.

The Emergency Relief Appropriation Act further provides that:

It shall be unlawful for any person employed in any administrative or supervisory capacity by any agency of the Federal Government, whose compensation or any part thereof is paid from funds authorized or appropriated by the Emergency Relief Appropriation Act to use his official authority or influence for the purpose of interfering with an election or affecting the results thereof. While such persons shall retain the right to vote as they please and to express privately their opinions on all political subjects, they shall take no active part, directly or indirectly, in political management or in political campaigns or in political conventions.

—Political Activity of Persons in Administrative or Supervisory Capacity Prohibited.

Any person violating the above provisions shall be immediately removed from the position or office held by him, and thereafter no part of the funds appropriated by the Emergency Relief Appropriation Act shall be used to pay the compensation of such person. These provisions shall be in addition to, and not in substitution for, any other provisions of existing law.

—Persons Violating This Section To Be Removed From Office.

The term "administrative or supervisory capacity" as used herein is interpreted to include persons paid on administrative or project pay rolls, who have actual supervision over any other employee or employees or who are in such positions that by reason thereof they may exercise authority or influence over other employees irrespective of whether they have actual supervision over the work of any employees.

—Definition of "Administrative or Supervisory Capacity."

Any person in an administrative or supervisory capacity who violates the provisions of the Emergency Relief Appropriation Act shall be subject to immediate discharge and thereafter such person shall not be eligible for any employment which is compensated from funds appropriated to the Work Projects

—Administrative Action.

Administration. Where alleged political activities of persons in administrative or supervisory capacity are investigated by the State Administrator, a copy of the report of each administrative investigation, together with a report on the administrative action taken as a result of the findings of each investigation, shall be forwarded to the Deputy Commissioner, Work Projects Administration, Washington, D. C., immediately upon completion of the inquiry.

— Compensation
to Candidates
for Office
Prohibited.

No part of any appropriation under the Emergency Relief Appropriation Act shall be used to pay the salary or expenses of any person in a supervisory or administrative position who is a candidate for any State, district, county, or municipal office (such office requiring full time of such person and to which office a salary or per diem attaches), in any primary, general, or special election, or who is serving as a campaign manager or assistant thereto for any such candidate.

— Administrative Regulations.

To carry out rules and regulations relating to political activity and to effect compliance with the provisions of the Emergency Relief Appropriation Act, no person employed by the Work Projects Administration in an administrative or supervisory capacity, as defined above, shall be retained in such employment if—

1. Such person is a candidate for any Federal, State, district, county, or municipal office in any primary, general, or special election or who is serving as a campaign manager or assistant thereto for any such candidate.
2. Such person is holding an elective office, the duties of which would necessitate being absent from a WPA position during regular working hours or to which a salary, per diem, or other compensation is attached, provided that under no circumstances shall such person hold any public office through which such person would be involved in political management or political campaigns.
3. Such person is a member of a party committee or party organization, the duties of which are concerned with political management or political campaigns.

The policy of the Work Projects Administration concerning the exercise of the voting franchise by WPA employees remains as follows:

— Administrative Policy on Voting Privilege.

Every citizen who works for the Work Projects Administration, whatever his job, has a right to vote in any election, for any candidate he chooses. When the hours during which polling places are open or any other conditions prevent employees from freely exercising their voting privileges, scheduled hours of work may be adjusted to provide the necessary time for this purpose. Employees shall not be paid for time allowed during which to vote, but they shall be permitted, insofar as practicable through a rescheduling of working hours, to work their full quota of hours during the pay roll month for which the time off is granted.

— No Employment for Aliens, Communists, or Nazi Bund Organization Members.

The Emergency Relief Appropriation Act provides that no alien, no Communist, and no member of any Nazi Bund Organization shall be given employment or continued in employment on any work project prosecuted under the appropriations contained in the Act and no part of the money appropriated in the Act shall be available to pay any person who has not made or who does not make affidavit as to United States citizenship and to the effect that he is not a Communist and not a member of any Nazi Bund Organization, such affidavit to be considered prima facie evidence of such citizenship, and that he is not a Communist, and not a member of any Nazi Bund Organization.

Instructions regarding the use of *Citizenship and Allegiance Affidavit*, WPA Form 610, for administrative and supply fund appointive personnel are contained on page 1.5.035.

— —WPA
Form 610
Reference.

The Emergency Relief Appropriation Act provides that any person who knowingly and with intent to defraud the United States makes any false statement in connection with any application for any work project, employment, or relief aid under the appropriations in the act, or diverts, or attempts to divert or assists in diverting, for the benefit of any person or persons not entitled thereto, any portion of such appropriations, or any services or real or personal property acquired thereunder, or who knowingly, by means of any fraud, force, threat, intimidation, or boycott, or discrimination on account of race, religion, political affiliations (except as may be authorized or required by law), or membership or nonmembership in a labor organization, deprives any person of any of the benefits to which he may be entitled under any such appropriations, or attempts so to do, or assists in so doing, or who disposes of, or assists in disposing of, except for the account of the United States, any property upon which there exists a lien securing a loan made under the provisions of the act or any of the previous Emergency Relief Appropriation Acts shall be deemed guilty of a felony and subject to a fine or imprisonment or both.

—Penalty
for Making
False State-
ments, Fraud,
etc.

In order that the above regulations shall be known by all WPA employees and by other persons, State Administrators shall have copies posted and maintained on all bulletin boards at the site of every project and in all administrative offices throughout the State.

—Posting
of Regu-
lations.

Public Law No. 252, 76th Congress, as amended, commonly known as the "Hatch Act," applies to all Federal Government employees, with a few specified exceptions, and the provisions of the law should be made known to all WPA employees.

—Public
Law No. 252
on Political
Activity.

Employee Relations

Employee Relations.

—Responsibility of Supervisory Personnel.

It shall be the responsibility of the individuals in supervisory positions in the appointive service of each State Work Projects Administration to maintain fair and equitable relations with the employees under their supervision. All employees shall have access to the general regulations issued by the central office and the State Administration. Digests of current personnel policies should be posted and maintained on administrative bulletin boards.

—Designated Officer to Whom Employees May Take Problems.

The State Personnel Officer and, where feasible, a competent officer in each district office shall be available to employees for consultation with respect to any questions or problems of a personnel nature which may be connected with their work or related to the Work Projects Administration as a whole. Work problems affecting employee welfare may arise from misunderstanding of policies or functions, physical conditions, relations with supervisors or with co-workers, etc., and it is important that employees shall have easy access to a designated officer for the discussion of such problems before serious grievances develop.

—Adjustment of Grievances.

Every effort shall be made to eliminate causes for complaints. Grievances arising among employees should whenever possible be adjusted at the time they occur. An employee with a grievance ordinarily shall have the choice of presenting his grievance either to his immediate superior or to the officer available for the discussion of work problems with employees (see above paragraph).

Machinery for the presentation and adjustment of grievances shall be prescribed by each State Administrator. To prevent the discouragement of legitimate grievances, the procedure shall not require the employee to submit his grievance to more than three persons before it is presented to the State Administrator for review and decision. The procedure prescribed for this purpose should provide for informal processes. However, where the grievance involves serious charges, the procedure should be sufficiently flexible to permit requiring that the grievance be submitted in writing at any time during the presentation or adjustment process. Channels should be provided through which the employee may appeal from the decision rendered upon initial grievances. Failing a mutually satisfactory adjustment, the grievance may be submitted by the complainant to the State Administrator where the review and final decision for the State Administration shall be made on the basis of the facts accumulated.

— —Appeals.

When the final decision of the State Administrator is not satisfactory, the complainant may appeal the decision direct to the Assistant Commissioner in charge of the Division of Administration in the central office. No appeal will be accepted for review by the Assistant Commissioner until a final decision has been rendered by the State Administrator.

Upon receipt of the appeal the Assistant Commissioner shall request the State Administrator to forward to the central office a statement of his decision in the case, together with pertinent supporting documents and whatever additional information may be necessary in reaching a decision.

The Assistant Commissioner shall forward his decision to the State Administrator who will promptly effectuate the decision.

No employee shall be discriminated against because of the presentation of a grievance or for appealing decisions received. Employees shall have the right to select representatives of their own choice for the purpose of presenting and adjusting grievances.

Except in case of gross misconduct or where reasonable efforts to adjust an employee to a position in the service have failed, no person who is eligible and qualified for employment in an appointive position shall be permanently barred from the appointive service.

—Disbarment
From Appoin-
tive Service.

As employees have the right to organize or join unions of their own choice, they shall not be subjected to discipline or discrimination because of participation in the normal activities of a labor organization, except in the event that such activities are carried on during prescribed hours of duty or in such way as to interfere with the rendering of efficient public service.

—Right To
Organize.

While the Administration shall not be responsible for the organization among employees of, or the participation of employees in, nonprofit-making cooperative group health plans, group life insurance, credit unions, recreational associations, etc., there is no objection to officers of the Administration advising with employees regarding such activities and assisting in organization where employees have initiated efforts toward that end. Before advising employees with respect to any such plan or organization, a careful investigation should be made of the standards and policies of the organization. It should be made perfectly clear in all such cases that any action by administrative officers shall not be construed as involving the endorsement or disapproval of the Administration.

—Right To
Participate in
Nonprofit Group
Activities.

Added Jan. 28, 1942

PART IX. SUMMARY OF PERSONNEL RECORDS AND PAY ROLLS

The records which shall be maintained by State Personnel Officers are summarized in this part, together with instructions relating to the filing of such records. Instructions also are set forth in this part relating to the preparation of attendance or time reports, individual earnings records, and pay rolls.

Maintenance of
Personnel
Records.

Personnel Records

The records which shall be maintained by State Personnel Officers and instructions relating to the filing of such records are set forth below.

Files of Per-
sonnel Records.

1. *Position Classification Sheet, WPA Form 252.*—Position classification authorizations on WPA Form 252 shall be filed separately. As a general rule, the authorizations shall be filed in numerical sequence by position number. Authorizations covering vacant positions shall be transferred to and maintained in a separate file. When a position is abolished or superseded by another position, appropriate notation shall be made on the rescinded or superseded authorization on WPA Form 252, including a reference in the latter case to the superseding authorization. The WPA Forms 252 covering abolished and superseded positions should be transferred to and maintained in an inactive file.

—WPA Form 252.

A copy of each *Personnel Record Duplicate, WPA Form 257*, reflecting a personnel action shall be attached to the *Position Classification Sheet, WPA Form 252*, concerned. Such attachments will provide a cumulative record of the incumbents of a given position.

Where the number of positions and employees warrants, it may be advisable to file the position classification authorizations on WPA Form 252 by class code, grade, and position number, in that order. In cases where there are relatively few authorizations within a class code, the grade subdivision may be omitted. Instructions relating to the class codes are contained in the Manual of Class Specifications.

Where the authorizations are filed by class code, it will be necessary to maintain a journal as a register of position numbers assigned. Where such a journal is maintained, it is suggested that each line reflect the following information:

- (a) Position number
- (b) Date assigned
- (c) Date classification authorized by central office
- (d) Division, section, and unit in which position is located
- (e) Class title of position
- (f) ACS grade
- (g) Class code
- (h) Remarks as to subsequent actions involving the position classification; e.g., "Abolished, 5-1-40," "Superseded by Position No. 54, 6-1-40," etc.

2. *Position Applications.*—Position applications of nonemployees on *Application for Employment, WPA Form 251*, shall be filed separately in alphabetical order. Correspondence relating to an individual's application for employment should be attached to his application in this file, together with any tests or examinations which may have been taken by the individual in connection with his application for employment.

—WPA Form 251.

—WPA Form 258.

3. *Personal-History Summary*, WPA Form 258.—The records prepared on *Personal-History Summary*, WPA Form 258, for (a) applicants who possess the type(s) of abilities required by the State Administration, and (b) active employees, shall be maintained in a single file. The major subdivisions of this file shall be the broad occupational groupings outlined on page 1.5.019. Within such groupings, the forms shall be filed alphabetically by name.

—Employee
Folders.

4. *Employee Folders*.—A folder shall be prepared for each active employee and shall include all documents reflecting personnel actions involving the employee; his *Application for Employment*, WPA Form 251, and any *Employee Personal-History Change*, WPA Form 254, he may have submitted; service-rating forms; results of any tests given; and reference letters and other correspondence, such as complaint or credit letters, concerning the employee individually. Oaths and affidavits on WPA Forms 607 and 608 which are executed by an employee charged to administrative expense also shall be included in the folder where the State Personnel Officer is charged with the responsibility for the preparation and certification of pay rolls for such employees (see page 1.5.082).

It also is suggested that there be included in the folder a blank ruled sheet for use in making memorandum notations explaining incidents in the employee's service history such as explanations of extended or frequent absences, requests by the employee for transfer, the employee's verbal explanation of a debt, etc. Such memorandum notations should be placed on the sheet in chronological order and should reflect the date of entry, the memorandum comment, and the name and title of the individual who made or ordered the entry.

The material placed in the personnel folder should be arranged therein in such manner that it will be readily available for reference. It is suggested that the material be arranged and separated in the folder as follows:

- (a) On top and in chronological order, with the form bearing the most recent date on top, all documents reflecting personnel actions (e.g., WPA Forms 240, 242, 255, and 257) and the oath and affidavit forms where such forms are maintained by the State Personnel Officer.
- (b) A blank ruled sheet for memorandum notations (see above).
- (c) General correspondence, such as complaint or credit letters, etc., concerning the employee individually.
- (d) Letters of reference.

The employee folders shall be filed in alphabetical order by name.

—WPA Form 253.

5. *Application for Leave*, WPA Form 253.—After posting to the individual earnings record and detachment of the stub by the officer in charge of leave records, approved *Application for Leave*, WPA Forms 253, shall be filed by the State Personnel Officer in alphabetical order by name.

—WPA Form 243.

6. *Employee Service History*, WPA Form 243.—In order to provide a convenient cross-reference system and a record which may be used to answer letters of inquiry concerning persons who have left the service and whose service records have been microfilmed, *Employee Service History*, WPA Form 243, shall be maintained for each employee. The forms shall be filed separately in alphabetical order by name. When an employee leaves the service, the WPA Form 243 prepared for him shall be transferred to and retained in an inactive file.

Federal Works Agency
WPA Form 507b

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

EMPLOYEE SERVICE HISTORY

Name _____ Sex _____ Date of birth _____
Home address _____ Telephone No. _____
Present address: _____

In case of emergency, notify _____
NAME AND ADDRESS _____

Service Ratings						Summary of Absences									
Year	First half	Second half	Year	First half	Second half	Year	A	S	L.W.O.P.	Su	Year	A	S	L.W.O.P.	Su

Front

Name _____ Sex _____ Date of birth _____
Address _____

Date	Title	Grade	Salary	Division	Pos. No.	Remarks

Back

With the exception of the spaces provided for summarizing the leave record of the employee as to annual leave, sick leave, leave without pay, and suspensions, posting to WPA Form 243 shall be made currently. Postings to the items in the block entitled "Summary of absences" ordinarily should be made upon separation of the employee prior to transferring the record to the inactive file.

In addition to the above records, *Individual Earnings Record—Appointive Employees*, WPA Form 507b, shall be maintained by the State Personnel Officer for employees charged to administrative expense, except in those cases where the State Administrator determines that payrolls for administrative employees shall be prepared by the Division of Finance (see page 1.5.082).

—WPA Form 507b.

Attendance Reports, Individual Earnings Records, and Pay Rolls for Appointive Employees

Attendance,
Earnings, and
Pay Roll Records
for Appointive
Employees.

Regulations governing the preparation of attendance reports, individual earnings records, and pay rolls for appointive employees are outlined below.

—Pay Rolls.

Pay Rolls for Appointive Employees.—The responsibility for the preparation and certification of *Pay Roll for Personal Services—Employees on Annual Salary Basis, Standard Form 1013*, for employees charged to administrative expense, shall be vested in either the State Personnel Officer or the State Division of Finance, as determined by the State Administrator.

— —Supply
Fund.

The preparation and certification of pay rolls on Standard Form 1013 for appointive employees charged to the supply fund shall be the responsibility of the Division of Finance in all cases. Underlying personnel documents, as described below, shall be furnished to and maintained by the Division of Finance for all appointive employees charged to the supply fund.

— —Adminis-
trative.

— —Where
State Person-
nel Officer
is Responsible.

In those cases where the State Administrator determines that the preparation and certification of pay rolls for employees charged to administrative expense shall be the responsibility of the State Personnel Officer, such pay rolls shall be prepared in accordance with the instructions on pages 4.2.016 and 4.2.032-4.2.034. In such cases the pay rolls, after certification, shall be transmitted to the State Division of Finance for processing through the accounts of the State Administration and for preparation of *Schedule of Disbursements, Standard Form 1064*, and other necessary supporting financial documents (see ch. 2, pt. VII of vol. 4).

— — —Where
Division of
Finance is
Responsible.

Where the State Division of Finance is made responsible for the preparation and certification of pay rolls for employees charged to administrative expense, the Division of Finance shall be supplied with a copy of each *Personnel Record Duplicate, WPA Form 257*, involving a personnel action. The copy furnished to the Division of Finance shall be signed by the State Personnel Officer or his authorized representative. In addition, there shall be transmitted to the Division of Finance in such cases, each executed *Oath of Allegiance, WPA Form 607*, and *Affidavit Required by the Emergency Relief Appropriation Act, Fiscal Year 1941, WPA Form 608*.

—Individual
Earnings
Records.

— —Adminis-
trative.

Individual Earnings Records.—*Individual Earnings Record—Appointive Employees, WPA Form 507b*, shall be prepared and maintained for each employee charged to administrative expense either by the State Personnel Officer or the State Division of Finance, depending upon which office is charged with the responsibility for the preparation and certification of pay rolls for such employees.

— —Supply
Fund.

The preparation and maintenance of WPA Form 507b for each appointive employee charged to the supply fund shall be the responsibility of the Division of Finance in all cases.

— —Prepara-
tion Reference.

Instructions relating to the preparation and maintenance of WPA Form 507b are set forth on pages 4.2.013-4.2.014 and 4.2.019.

—Attendance
Reports.

Attendance Reports.—Instructions relating to timekeeping for administrative employees and for appointive employees charged to the supply fund are set forth on pages 4.1.033-4.1.034.

Appendix A

LIST OF CROSS-REFERENCE CITATIONS

- 1-1 Functions of each division of the central Administration to be issued in chapter 2, part 2, of this volume
- 1-2 Functions of the regional offices are set forth in chapter 2, part 3, of this volume
- 1-3 Operating Procedure No. E-9, section 6

- 3-1 Operating Procedure No. E-9, section 5
- 3-2 Operating Procedure No. E-9, section 7
- 3-3 Operating Procedure No. E-9, section 14
- 3-4 Operating Procedure No. E-9, section 31
- 3-5 Operating Procedure No. E-9, sections 32 and 40
- 3-6 Operating Procedure No. E-9, section 32
- 3-7 Operating Procedure No. E-9, section 35
- 3-8 Operating Procedure No. E-9, section 37
- 3-9 General Letter No. 319

- 4-1 Page 2.10.091 of this Manual
- 4-2 Page 2.10.005 of this Manual
- 4-3 Page 2.9.004 of this Manual
- 4-4 Pages 2.10.006-2.10.007 of this Manual
- 4-5 Operating Procedure No. G-5

- 5-1 Page 2.10.030 of this Manual

- 6-1 Operating Procedure No. E-9, section 32
- 6-2 Pages 2.9.066-2.9.067 of this Manual
- 6-3 Pages 2.9.031 and 2.9.065 of this Manual
- 6-4 Page 2.10.003 of this Manual
- 6-5 Chapter 9, volume 2, of this Manual
- 6-6 Chapter 9, volume 2, of this Manual
- 6-7 Pages 2.9.031-2.9.032 of this Manual
- 6-8 Pages 2.10.001-2.10.003 of this Manual
- 6-9 Pages 2.9.041-2.9.054 of this Manual
- 6-10 Pages 2.10.080-2.10.082 of this Manual

- 7-1 Page 2.10.030 of this Manual
- 7-3 Operating Procedure No. E-9, section 49, subsection b, item 1
- 7-4 Operating Procedure No. E-9, section 52, page 3
- 7-5 Operating Procedure No. E-9, sections 49 and 58
- 7-6 Operating Procedure No. E-9, section 53, page 3
- 7-7 Operating Procedure No. E-9, section 52, subsection A, item 11; section 53
- 7-8 Operating Procedure No. E-9, section 46; section 52, subsection A, item 1
- 7-9 Operating Procedure No. E-9, section 52, subsection A, items 5 and 14; section 56
- 7-10 Operating Procedure No. E-9, section 52, subsection A, item 6; section 58
- 7-11 Operating Procedure No. E-9, section 52, subsection A, item 4
- 7-12 Operating Procedure No. E-9, section 52, subsection A, item 13; section 64
- 7-13 Operating Procedure No. E-9, section 44
- 7-14 Operating Procedure No. E-9, section 52, subsection A, item 7
- 7-15 Operating Procedure No. E-9, section 15; section 52, subsection A, items 8 and 9
- 7-16 Operating Procedure No. E-9, section 12; section 52, subsection A, item 12

1.A.002 • ORGANIZATION AND ADMINISTRATION

- 7-17 Operating Procedure No. E-9, section 52, subsection A, items 2 and 3
- 7-18 Operating Procedure No. E-9, section 52, subsection B, items 1 and 2; section 58
- 7-19 Operating Procedure No. E-9, section 52, subsection D, item 1; section 55, subsection A
- 7-20 Operating Procedure No. E-9, section 19
- 7-21 Operating Procedure No. E-9, sections 19 and 53
- 7-22 Operating Procedure No. E-9, section 15
- 7-23 Operating Procedure No. E-9, section 49, subsection B, item 1

Added Mar. 21, 1941

Chapter 6

ADMINISTRATIVE REGULATIONS GOVERNING NONPERSONAL ITEMS OF EXPENSE

PART I. TRAVEL

The objective classification "Travel" shall include the cost of common carrier fares and Pullman accommodations obtained through the issuance of Government requests for transportation, as well as allowable items of expense incident to the performance of travel for which the traveler is entitled to reimbursement.

Travel.
—Definition.

Items Classified as Travel

The costs incurred in connection with the issuance of *Government Request for Transportation, Standard Form 1030*, for common carrier transportation and Pullman accommodations will be obtained from *Public Voucher for Transportation of Passengers, Standard Form 1067*, submitted by the carriers.

—Expenditures Incurred on Common Carriers.

The amount of cash expenditures incurred by the traveler while in official travel status and for which reimbursement is allowable will be obtained from *Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel, Standard Form 1012*, submitted by the traveler. Allowable expenses incidental to travel for which reimbursement may be claimed include items such as:

—Cash Expenditures Incurred by Traveler.

1. Per diem in lieu of subsistence allowances
2. Reimbursement for use of privately owned vehicle on a mileage basis
3. Reimbursement for use of privately owned vehicle on an actual expense basis
4. Reimbursement for gasoline, oil, storage, miscellaneous repairs, and necessary bridge and ferry toll fees when motor vehicles owned by the Work Projects Administration are used for transporting authorized travelers outside their official station

—List of Allowable Items.

Where vehicles owned by, or made available to, the Work Projects Administration are used for official use in the transportation of employees *within the limits of their official station*, the expenses for gasoline, oil, tires, repair, garage rent, and chauffeurs' salaries are not chargeable against the travel limitation. However, bridge and ferry toll tickets purchased for use in connection therewith are chargeable to travel expense.

—Reimbursement in Case of WPA-Owned Vehicle.

When the compensation for a position is established to take into account the furnishing by the incumbent of the position of his own transportation within his official station, no portion of his salary or wage is chargeable to travel expense.

—Compensation Which Includes Transportation.

The purchase of streetcar tokens (or tickets), ferry tickets, and vehicular toll and ferry tickets shall be considered travel expense whether or not the traveler is within the limits of his official station.

—Tolls, Tokens, etc.

1.6.002 • ORGANIZATION AND ADMINISTRATION

—For Army
Officers
Assigned to
WPA Duty.

The mileage allowance for the travel of any Army officers assigned to a State Work Projects Administration shall be charged to travel expense.

—Budget to
Which Charged.

The travel expense of employees who receive their salary from administrative funds shall be charged to the authorized budget for administrative travel expense. The travel expense of employees who receive their monthly earnings from the supply fund or from project funds shall be charged to supply fund or project fund travel expense, respectively.

General Statement on Travel Regulations

The following statements in part 1 of this chapter prescribe the administrative regulations governing the preparation of *Travel Authorization*, WPA Form 210; *Government Request for Transportation*, Standard Form 1030; and *Voucher for Per Diem and/or Reimbursement of Expense Incident to Official Travel*, Standard Form 1012, in accordance with Standardized Government Travel Regulations. The instructions also cover the use of *U. S. Government Tax Exemption Certificate*, Standard Form 1094.

Material
Covered.

All WPA employees who are required to travel in connection with their official duties should familiarize themselves with instructions and explanations contained in part 1 of this chapter and in the Standardized Government Travel Regulations. Lack of knowledge of the traveler or improper instructions from superior officers are not adequate justification for violation of regulations. To avoid exceptions, suspensions, or disallowances by the General Accounting Office, doubtful questions should be cleared before expenses are incurred by the traveler.

Required
Familiarity
With
Regulations.

Statutory provisions governing the payment of expenses of travel to meetings or conventions of members of any society or association or other form of assemblage or gathering are set forth in section 83 of title 5 and section 551 of title 31 of the United States Code.

Meetings or
Conventions.

Section 83 of title 5 of the United States Code, provides that no money appropriated by any Act shall be expended for the expenses of attendance of any person at any meeting or convention of members of any society or association unless such expenses are authorized to be paid by specific appropriations for such purposes, or are provided for in express terms in some general appropriation.

Section 551 of title 31 of the United States Code provides that, unless specifically provided by law, no moneys from funds appropriated for any purpose shall be used for the purpose of conveying or furnishing transportation to any conventions or other form of assemblage or gathering to be held in the District of Columbia or elsewhere. This section shall not be construed to prohibit the payment of expenses of any officer or employee of the Government in the disposition of his official duties.

Authorization and Encumbrances for Travel

The following items prescribe the regulations governing the authorization and encumbrances for travel.

Authorization for Travel on Official Business.

Authorization for Travel.—All travel on official business shall be properly authorized. Travel on official business within a State shall be authorized by the State Work Projects Administrator or his designated representatives. Where more than one State is included under an administrative authority, the State Administrator or his designated representative shall authorize all travel on official business within and between the States under his jurisdiction. Travel on official business outside of States not included under one administrative authority shall be authorized by the State Administrator, subject to the written approval, in advance, of the Regional Director. Travel outside of one administrative authority by Nation-wide project personnel shall be authorized in the manner described above, except that the Regional Director shall advise the Assistant Commissioner or division director responsible for the project of any such travel authorizations approved. Where a situation warrants, the Regional Director may submit the authorization to the Assistant Commissioner or division director for approval.

—Interregional Travel.

Interregional travel is authorized by the Regional Director whose jurisdiction includes the traveler's official station. Letters of notification should be sent to the State and region to be visited, together with any approvals which may be appropriate.

—Emergency Cases.

In cases of emergency, the Assistant Commissioner may initiate travel without previous regional approval.

—Method of Transportation.

Where other than Government-owned facilities are to be used, the Standardized Government Travel Regulations provide that travel on official business may be performed (1) by public conveyance, e.g., railroads, airlines, steamboats, streetcars, etc., (2) by privately owned automobile on a mileage reimbursement basis, or (3) by privately owned automobile on an actual expense basis in lieu of travel by public conveyance. All travel must be by the most economical usually traveled route. Travel by other routes may be allowed when the official necessity therefor is satisfactorily established.

—By Extra-Fare Train.

Extra-fare train travel may be used at any time by an employee having an authorization for the use of common carrier travel over the same route in cases where (1) the cost thereof, taking into consideration salary and subsistence savings, is not in excess of travel by regular-fare trains; or (2) in emergencies, where necessary for saving life or property. Otherwise, requests for authorization to travel on extra-fare trains shall be submitted to the Division of Administration of the central office for specific approval in each case in advance by the Administrator of the Federal Works Agency.

Authorization for Transfer Between Official Stations.

Authorization for Transfer Between Official Stations.—Employees of State Work Projects Administrations may not be reimbursed for traveling expenses incidental to transfer of official station unless specific authority therefor is incorporated in the order directing the transfer. The travel order directing the transfer shall be authorized by the Administrator of the Federal Works Agency prior to the actual date of transfer.

—Request to Central Office.

Requests for the issuance of orders authorizing transfers of official stations or headquarters shall be submitted to the Division of Administration of the central office in sufficient time to obtain approval of the Administrator of the Federal Works Agency prior to the actual transfer. The following regulations shall be observed in requesting transfers of official stations.

1. Requests for transfers of official stations submitted after the actual dates of transfers will not be honored inasmuch as reimbursement of expense thus incurred is contrary to statutory provisions. — —In Advance.
2. Each request for transfer of official station shall be signed by the State Administrator, or, in his absence, by the Acting State Administrator. Requests signed by other subordinate employees will not be acted upon. — —Signed by State Administrator.
3. In actual emergencies, where a transfer must be made on short notice, telegraphic requests for transfers of official station, including the pertinent information, may be used. In such cases notification of transfer order and date will be wired to the State Administrator. — —Telegraphic Approval in Emergencies.
4. Under no circumstances are travel expenses incidental to an employee reporting to the first post of duty reimbursable. Travel expenses incidental to a new appointment are personal expenses and may not be charged to Government appropriations. — —First Post or New Appointment.

Requests for transfers to official station shall contain the following information.

— Information To Be Furnished on Request.

1. Name of employee as shown on pay roll.
2. Official title.
3. Date of employee's appointment.
4. Present official station.
5. New official station.
6. Approximate date of transfer.
7. Per diem allowance, if any.
8. Means of travel; i.e., whether by common carrier or privately owned automobile. If the latter, the mileage rate to be authorized or the actual expense basis shall be shown.
9. The appropriation and official project to which the travel expense is to be charged.
10. A full explanation as to the necessity for the transfer.
11. The following certificate shall be included in each request:

"I certify that this transfer of official station is made in the interest of the Government, is not for the personal convenience of the employee, and is not transportation to the employee's first post of duty."

— —Certification.

Encumbrances for Travel.—Detailed instructions covering the establishment of travel encumbrances will be found in volume 4, pages 4.5.015-4.5.016.

Encumbrance for Travel Reference.

Form Prescribed for Travel Authorization

Travel
Authorization,
WPA Form 210.

In authorizing travel of employees of the State Work Projects Administration, *Travel Authorization*, WPA Form 210, shall be used. The conditions applicable to the travel authorized shall be indicated; i.e., travel by one of the following methods: by public conveyance, by privately owned automobile on a mileage basis, by privately owned automobile on an actual operating expense basis, and the allowance for per diem in lieu of subsistence.

WPA Form 210 (Revised 4-9-42)	WORK PROJECTS ADMINISTRATION TRAVEL AUTHORIZATION	No. _____ Date _____, 19__
To _____ <small>(Name of traveler)</small> _____ <small>(Official title)</small> _____ <small>(Address)</small>	State _____ Office _____ City _____	
You are hereby authorized and directed to travel on official business in accordance with the Standardized Government Travel Regulations during the period and for the purpose indicated below:		
From _____	To _____	
Date effective _____ or as soon thereafter as practicable.		
Duration of authorization _____		
Purpose _____		
Conditions:		
The following paragraphs applicable to your travel are (indicate paragraphs):		
(a) You are authorized to perform the above travel by public conveyance.		
(b) You are authorized to perform the above travel by a privately owned automobile, it having been determined administratively that, in connection with your work, the use of a privately owned automobile is more economical and advantageous to the United States, and you will be paid mileage at the rate of _____ cents per mile in lieu of actual expenses of transportation, in accordance with paragraph 12 (a), Standardized Government Travel Regulations.		
(c) You are authorized to use a privately owned automobile for the travel directed, and will be reimbursed therefor at the rate of _____ cents per mile, it having been administratively determined that the allowance at that rate for all or any portion of the authorized travel will be more economical and advantageous to the Government than travel by common carrier. When the automobile is not used for all travel, circumstances rendering its use impractical for the remainder of the travel should be explained in the voucher. The conservation of tires may be considered in this connection.		
(d) You will be allowed per diem in lieu of subsistence as follows:		
(e) _____		
The number and date of this order, together with the information shown below, shall be referred to on your voucher claiming reimbursement for the expenses incurred.		
Official project No. _____		
Work project No. _____		
Appropriation symbol _____		
Appropriation title _____		
		_____ <small>(Authorizing official)</small>
		_____ <small>(Title)</small>

(This form printed in Washington)

—Preparation. WPA Form 210 shall be prepared in an original and three copies and signed by the State Administrator or his designated representative. The form shall be numbered in sequence by each office from which such authorizations are issued. In addition to the State and city, the district or other local administrative area designation, if any, shall be shown. If the place from which the traveler is authorized to initiate his journey is not his official headquarters, the official headquarters shall be shown in the body of the authorization. The General Accounting Office has questioned authorizations on which the name and title of the traveler were not identical with that appearing on the pay roll. The information in the lower left corner shall be filled in at all times, and is obtained from the *Project Description Card*, WPA Form 764, covering the work project, or from the *Advice of Field Office Allotments—Administrative Expenses*, WPA Form A-2F, covering the administrative account from which the travel expense is to be paid.

—Routing.

—Copies.

The original and three copies of the authorization shall be routed as follows: The original is given to the traveler prior to departure, and the three copies

are held in the administrative office until the *Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel*, Standard Form 1012, is received. The first copy, which shall be certified as a true copy, then is attached to the original expense voucher. The second copy of the travel authorization is attached to the second copy of Standard Form 1012, which is retained by the Treasury Regional Accounts Office. The third copy of the travel authorization is attached to the fourth copy of Standard Form 1012 and filed by the traveler's name.

Where the State Administration operates on the basis of encumbering project travel expenses by means of individual travel authorizations, one additional copy of WPA Form 210 shall be prepared and forwarded to the Division of Finance. For the use of this copy, see page 4.5.015.

—Extra Copies
on Individual
Authorization.

WPA Form 210 is printed by the central office for distribution to each State Administration.

—Source of
Printed Forms.

Revised Apr. 9, 1942

Rates Allowed for Per Diem in Lieu of Subsistence and for Mileage**Per Diem in
Lieu of
Subsistence.**

All travel authorizations shall be on a per diem basis if subsistence is to be allowed, since there is no provision for reimbursement on an actual subsistence expense basis.

**—Maximum
Rates.**

The \$6 per diem rate as fixed by statute is the maximum rate. The maximum per diem rate for project wage employees is administratively fixed at \$4. The actual rate authorized for appointive, project supervisory, and project wage employees may be determined by the State Administrator according to existing conditions with respect to the particular travel being authorized, and shall be specified in each travel authorization.

**Automobile
Travel Mileage
Rate.****—Maximum
Rates.**

The automobile travel mileage rate of 5 cents per mile as fixed by statute (see paragraph 12 (a), Standardized Government Travel Regulations) is the maximum rate. The maximum rate for project wage employees is administratively fixed at 4 cents a mile. The exact rate authorized in each individual case for appointive, project supervisory, and project wage employees shall be specified in the travel authorization, and may be determined by the State Administrator according to existing conditions with respect to the particular travel being authorized. It shall be administratively determined prior to issuance of the authorization that travel at the particular rate authorized is actually more economical and advantageous to the Government than travel by common carrier. Where for the purpose of conserving tires it is determined that travel should be performed by more than one mode of transportation, the travel authorization should state that the matter of tire conservation has been duly considered in arriving at the predetermination of advantage and economy to the Government.

**—Reimburse-
ment Limita-
tion.**

In those cases where an employee is authorized to perform travel in a privately owned motor vehicle at a stated rate per mile not to exceed cost by common carrier, reimbursement on a mileage basis is limited to the cost of first-class railroad fare (including the cost of pullman or parlor car accommodations) between the points traveled.

**—No Mileage
Within Offi-
cial Station.**

No mileage shall be allowed in any case for travel within the limits of an employee's official station. On outgoing trips, mileage shall be computed from the limits of the official station, and on the return trip, mileage shall be computed only to the limits of the official station.

Revised Apr. 9, 1942

Computation of Per Diem in Lieu of Subsistence

In computing the per diem in lieu of subsistence for continuous travel of more than 24 hours, the calendar day (midnight to midnight) will be the unit. For fractional parts of a day at the beginning or end of such continuous travel, constituting a travel period, one-fourth of the rate for a calendar day will be allowed for each period of 6 hours or fraction thereof. The 6-hour periods shall be determined as follows: 12:01 a.m. to 6 a.m.; 6:01 a.m. to 12 m.; 12:01 p.m. to 6 p.m.; 6:01 p.m. to 12 p.m.

For Absence
of More Than
24 Hours.

For continuous travel of less than 24 hours, such travel period will be regarded as commencing with the beginning of the travel and ending with the completion thereof, and for each 6-hour portion of the period or fraction thereof, as determined above, one-fourth of the rate for a calendar day will be allowed.

For Absence
of Less Than
24 Hours.

No per diem will be allowed when the departure is after 8 a.m. and the return on the same day is prior to 6 p.m., or for any absence not exceeding 3 hours.

For Absence
After 8 a.m.
and Return
Prior to 6 p.m.
on Same Day.

Where a travel reimbursement voucher shows an employee as having departed from his headquarters shortly before 8 a.m. and returning thereto shortly after 6 p.m., there arises the question as to whether or not such hour of departure and return was arranged in order to evade the provisions of Standardized Government Travel Regulations. Where the practice is indulged in to a great extent or where there is any indication that it might have been followed for the purpose of circumventing the regulations to obtain per diem allowances, the traveler should be required to furnish explanation as to the necessity for departure from his headquarters prior to 8 a.m., and postponement of return thereto until after 6 p.m.

— Attempts
To Evade
Limitation.

Transportation Requests

Standard
Form 1030.

—Use.

—Of
Personal
Funds.

—For Issuance
to Assigned
Employees.

—Preparation.

Government Request for Transportation, Standard Form 1030, should be used when practicable to obtain all official transportation where the amount involved is \$1 or more. If the traveler expends personal funds and does not use requests to secure necessary transportation and Pullman accommodations, receipts for such services shall be obtained and attached to the reimbursement voucher.

In cases where the traveler expends personal funds, the name or initials of the transportation company shall be shown in the expense account. A satisfactory explanation is required as to the failure to use requests for all transportation expenses amounting to \$1 or more.

Individual transportation requests shall be issued for each specific authorization covering travel by assigned employees, unless prior approval is granted by the Commissioner of Work Projects for the issuance of transportation request books to such employees.

Government Request for Transportation, Standard Form 1030, shall be completely filled in with ink, indelible pencil, or typewriter. The traveler shall sign in the presence of the ticket agent. Where the issuing officer and traveler are the same, both spaces shall be signed. The class of service furnished shall be indicated in the blocks provided in the upper right corner of the

Standard Form 1030

THE UNITED STATES OF AMERICA

WAWP-000,000

(Bill to) FEDERAL WORKS AGENCY, WORK PROJECTS ADMINISTRATION, WASHINGTON, D.C. (Department and Bureau or Service)

Requests the _____ Company to furnish _____ at lowest rate the following _____

from _____ to _____

via _____

Form No. _____ Ticket No. _____ (To be filled in by ticket agent)

Value (to be inserted by carrier) \$ _____

I certify that transportation has been furnished as above, except as noted on reverse hereof.

Authorization or object _____

Appropriation _____

Trans-
por-
tion
Class Number of persons Upper Lower Upper Lower Seats State room

Standard Tourist

VOID

(Signature of issuing officer)

Title _____

(Place) _____

(Signature of traveler)

Title _____

NOTE: Follow strictly instructions on reverse hereof.

Standard Form 1030

Front

Standard Form No. 1030.

Form approved by Comptroller General U. S., Oct. 6, 1926.
Printed by Bureau of Engraving and Printing and procurable through the Secretary of the Treasury (Division of Printing).
Printing of transportation requests by commercial concerns is strictly prohibited.

GENERAL INSTRUCTIONS TO CARRIERS

- Carriers must furnish transportation of the class or character and between the points specified in the request. The United States Government will not be responsible for excess costs occasioned by violation of these instructions. Transportation exceeding that called for on the face of the request must be paid for by the traveler when obtained and not billed against the Government.
- Where exceptional conditions require the issuance of transportation differing from that specified in the request, the traveler should note in the following space the actual transportation furnished, the reason for the difference, and sign the statement:

VOID

- Transportation for a number of persons should be furnished at the lowest available rate for said number.
- Money must not be exchanged for Transportation Requests.
- Ticket agent's insertion on request should be in ink or indelible pencil.
- Requests showing erasures or alterations should not be honored.

BILLING

- Bills should be prepared by carrier's general officers on Government forms obtainable from the Public Printer, Washington, D. C., and rendered direct to the issuing bureau or office as shown on the face of the request.
- Requests should not be passed through banks for collection.
- Original requests must accompany bills and be listed thereon by numbers.
- If original requests are lost, carrier should furnish affidavit explaining loss and showing the exact service rendered, including date of issue and number of ticket.

Reserved for stamp of

Ticket Agent.

Back

THE UNITED STATES OF AMERICA WAWP-000,000

Bill to FEDERAL WORKS AGENCY, WORK PROJECTS ADMINISTRATION, WASHINGTON, D. C.
Department and Bureau or Service

Requests the _____ to furnish _____
from _____ at _____ rate the following _____
via _____

TICKET AGENTS WILL NOT ACCEPT THIS

I certify that transportation has been furnished as above, except as noted on reverse hereof.

Authorization or object _____

Appropriation _____

Signature of issuing officer _____
Title _____
Place _____
Signature (traveler) _____
Title _____

1926 - Public (Imp. Exp.) Instructions - Reverse Side.

Standard Form 1030 Front

NOTICE OF ISSUE OF TICKET

1. This memorandum to be detached upon issue of ticket and immediately mailed to _____

2. Where a journey has not been routed in the Request for Transportation, the traveler will retain this memorandum until the journey is completed and mail it as directed, routing thereon the journey actually performed by him.

3. Indicate below the actual transportation furnished where same varies from that requested. (See instruction 2 on reverse of original request.)

Standard Form No. 1031.

Form approved by Comptroller General U. S., Oct. 16, 1925.

Printed by Bureau of Engraving and Printing and procurable through the Secretary of the Treasury (Division of Printing) at the rate of transportation requests by commercial concerns is strictly prohibited.

Back

Government Request for Transportation, Standard Form 1030, shall be completely filled in with ink, indelible pencil, or typewriter. The traveler shall sign in the presence of the ticket agent. Where the issuing officer and traveler are the same, both spaces shall be signed. The class of service furnished shall be indicated in the blocks provided in the upper right corner of the request. All unused blocks should be lined out horizontally. If, after the request is issued, a different type of service is furnished than is indicated on the request, that fact should be noted in the space provided on the reverse side of both the original and duplicate requests. In the block in the lower left corner of both the original and duplicate requests there shall be inserted the official project number, work project number, and appropriate symbol number and title as shown on the travel authorization. The value of the ticket is to be inserted by the traveler in the space provided on the duplicate transportation request but not on the original.

—Preparation.

When a request is issued for transportation by airplane, and sleeper accommodations are included, the sleeper service, showing the points between which the sleeper service is furnished, should be indicated either on the face of the request or in the space provided on the reverse side. In the event charges for excess official baggage are to be made, a statement of the necessity for such excess baggage together with information as to the excess weight shall be shown in the space provided on the reverse side of the request.

Transportation requests shall be prepared in duplicate, the originals (Standard Forms 1030) being presented to the carrier. The duplicates (Standard Forms 1031) together with any unused portions of tickets shall be attached to the Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel, Standard Form 1012. In the State Office the duplicates and

—Copies and Use of Duplicates.

tickets, after having been checked with the listing on the fourth page of the voucher (Standard Form 1012), shall be filed by request number pending receipt of *Public Voucher for Transportation of Passengers*, Standard Form 1067, from the carrier.

—Source of
Printed
Requests.

Government Request for Transportation, Standard Form 1030, and duplicates thereof, Standard Form 1031, are printed and currently distributed by the central office, showing the State Work Projects Administration as the office to be billed.

—Use of
Original.

Such requests received by carriers will be presented to the State Administration together with *Public Voucher for Transportation of Passengers*, Standard Form 1067, for payment. Detailed instructions covering the processing of Standard Form 1067 are contained in volume 4, pages 4.2.066-4.2.069.

—Care in
Handling
Original
Requests.

Care shall be taken to see that records of transportation requests are currently and completely posted in a manner that will account for the receipt, disposition, or return to the central office of all requests received by the State Administration.

—Responsi-
bility for
Lost Requests.

Care shall be exercised to safeguard Government transportation requests, as the value of lost or stolen transportation requests subsequently honored may be charged to the employee responsible for their custody. Lost or stolen transportation requests shall be reported promptly to the Division of Administration of the central office, and full information concerning any lost or stolen transportation requests which are subsequently honored shall be referred to the Division of Investigation for appropriate attention. If transportation requests which have been reported lost or stolen are subsequently recovered, said requests should be immediately canceled by the officer or employee recovering the same and promptly forwarded to the officer who issued them.

Standard
Form 1033.

U. S. Government Transportation Identification Card, Standard Form 1033, is used for the purpose of identifying persons authorized to negotiate Government transportation requests issued to them in connection with official travel. This form shall be issued to each employee when transportation request books are issued. Each card shall be numbered serially within each State and a record shall be maintained of all cards issued. Final salary payment shall not be made until the identification card is returned to the issuing officer.

U. S. GOVERNMENT TRANSPORTATION IDENTIFICATION CARD		No. _____, 19__
THIS IS TO CERTIFY THAT		
Signature of Traveler	(Name of traveler)	
	WHO HAS SIGNED HIS NAME IN THE MARGIN HEREOF IS AN EMPLOYEE OF THE	
	(Department or establishment and bureau or service)	
	ENGAGED ON	
	(State briefly official duties)	
AND IS AUTHORIZED TO NEGOTIATE GOVERNMENT TRANSPORTATION REQUESTS ISSUED TO HIM IN CONNECTION WITH OFFICIAL TRAVEL.		
(Signature and title of issuing officer)		
(Signature and title of head of department or establishment, or bureau or service)		
Standard Form No. 1033. Form approved by Comptroller General U. S., May 6, 1926.		

U. S. Government Tax Exemption Certificate for Cash Payments of Official Transportation or Accommodations

The provision of section 3469 of the Internal Revenue Code, as amended by section 554 of the Revenue Act of 1941, which imposes a tax equal to 5 percent of the amount paid for passenger transportation, including seating or sleeping accommodations, by rail, bus, water or air, is not applicable to the payment for transportation facilities furnished to the United States. The tax does not apply to amounts paid for transportation which do not exceed \$0.35 each nor to amounts paid for single trips of less than thirty miles. The use of *Government Request for Transportation*, Standard Form 1030, precludes the payment of any tax on the transportation or facilities furnished.

When transportation requests are not used, Treasury Department Form 731, Revised, shall be used by employees in securing tax exemptions on transportation of persons—seats, berths, or staterooms.

Exemptions
From Federal
Taxes on Trans-
portation or
Accommodations

Form 731
Revised.

TRANSPORTATION AGENTS SHOULD NOT ACCEPT THIS CERTIFICATE UNLESS THE OFFICER FURNISHING IT SHOWS SATISFACTORY CREDENTIALS	<div style="text-align: center;"> Form 731 TREASURY DEPARTMENT Internal Revenue Service <small>(Revised October 1941)</small> </div> <div style="text-align: center; margin-top: 10px;"> EXEMPTION CERTIFICATE Tax on Transportation of Persons—Seats, Berths, or Staterooms </div> <div style="margin-top: 10px;"> Place of issue of ticket _____ Date _____, 194__ </div> <div style="margin-top: 5px;"> Name of issuing carrier _____ </div> <div style="margin-top: 5px;"> Ticket Form No. _____ Ticket No. _____ <small>(To be filled in by agent of carrier issuing ticket)</small> </div> <div style="margin-top: 5px;"> For _____ Via _____ <small>(Transportation—seat, berth, or stateroom)</small> </div> <div style="margin-top: 5px;"> From _____ To _____ </div> <div style="margin-top: 10px; font-size: 0.8em;"> I CERTIFY that the charges for the service indicated above have been, or will be, paid for by the United States, or by a State or Territory, or Political Subdivision thereof, or the District of Columbia, as indicated below, are incurred in the performance of my official duties, and are exempt from the tax imposed under section 3469 of the Internal Revenue Code. </div> <div style="margin-top: 10px;"> <small>(Government agency or service account of which exemption is authorized)</small> _____ </div> <div style="margin-top: 5px;"> PENALTY FOR FRAUDULENT USE \$10,000 OR IMPRISONMENT, OR BOTH. </div> <div style="margin-top: 10px; font-size: 0.8em;"> Note.—A separate exemption certificate will be required for each ticket furnished or fare collected. </div>
--	---

(This form printed in Washington)

Where an employee purchases transportation by an indirect route for his own personal convenience, exemption from Federal tax shall not be claimed for that portion of the extra transportation expense incurred for personal reasons. Such employee shall use the tax exemption certificate for that portion of the expense properly chargeable to the Government and pay the tax for the additional travel expense.

Indirect Travel
for Personal
Convenience
Not Exempt.

All WPA employees using the tax exemption certificate should be properly identified by means of *U. S. Government Tax Exemption Identification Card*, Standard Form 1094c. Final salary payment shall not be made until the identification card, Standard Form 1094c, and all unused Forms 731, Revised, are returned to the issuing officer.

Treasury Department Form 731, Revised, shall be used when an employee makes a cash payment for official transportation or accommodations. Form 731, Revised, shall be prepared in an original only, and issued to the ticket agent in each instance where the tax is applicable as indicated above. The Exemption Certificate will be accepted by the ticket agent in lieu of payment of the tax.

Time and Manner
of Issuance.

Added Mar. 3, 1942

Travel by Motor Vehicle

All automobile travel of employees traveling on a mileage basis in other than Government-owned vehicles shall be by privately owned automobiles which may be registered in the name of the traveler, some other private person, or a corporation. Vehicles may be used which are owned, borrowed, or rented. However, where the travel is performed in a vehicle owned by or registered in the name of some person other than the traveler or a person of other than the same family name as the traveler, it is required that the travel voucher be supported by a showing that the claimant paid all or a substantial part of the cost of operating the vehicle over the distance traveled (see page 1.6.020).

Travel by
Privately
Owned Car.

Since it is required by statute that the authority to use a privately owned automobile on a mileage basis shall be issued previous to the travel, an employee authorized to use only common carrier shall not utilize a privately owned car on a mileage basis without prior authorization. He may, however, travel by automobile and claim reimbursement on an actual expense basis (see par. 12, Standardized Government Travel Regulations), subject to obtaining subsequent approval.

—Advance
Authority.

Likewise, in accordance with paragraph 11 of the Standardized Government Travel Regulations, an employee who has previously received a travel authorization prescribing a definite mode of travel may hire a special conveyance, subject to receiving subsequent approval. It shall be shown, however, that such change in mode of travel resulted in advantage and economy to the Government.

—Hiring of
Special Con-
veyance.

Voucher claiming reimbursement for travel by privately owned automobiles shall reflect the exact time of departure from, and arrival at, terminal points.

—Recording
Exact Time of
Arrival and
Departure.

U. S. Government Tax Exemption Certificates

Exemption
From Gasoline
Taxes.

Purchases of gasoline and oil made by employees receiving reimbursements for travel in personally owned or other automobiles, on an actual operating expense basis when payment is actually made at the time of purchase, are not subject to Federal, State, or local taxes.

Standard Forms
1094-a-b-c.

The following Standard Forms shall be used by employees in securing tax exemptions:

—List of.

- 1094 U. S. Government Tax Exemption Certificate
- 1094a Cover of U. S. Government Tax Exemption Certificate book (front, outside and inside; back, outside).
- 1094b Tabulation Sheet (inside).
- 1094c U. S. Government Tax Exemption Identification Card.

Standard Form No. 1094 <small>Form approved by Comptroller General U. S., June 19, 1936</small>	U. S. GOVERNMENT TAX EXEMPTION CERTIFICATE <small>(See reverse hereof for instructions and penalty for fraudulent use.)</small>	WPA-108,076															
I certify that I have purchased for the exclusive use of the United States Government from _____ <small>(Name of vendor)</small> _____ <small>(Address of vendor)</small>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="3" style="text-align: center;">INDICATE AMOUNT OF TAX</th> </tr> <tr> <th style="text-align: center;">Kind</th> <th style="text-align: center;">Included</th> <th style="text-align: center;">Excluded</th> </tr> <tr> <td style="text-align: center;">Federal</td> <td style="text-align: center;">x x x</td> <td style="text-align: center;">\$</td> </tr> <tr> <td style="text-align: center;">*State</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> </tr> <tr> <td style="text-align: center;">*Local</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> </tr> </table> <small>(Use one block only, cancel others)</small>	INDICATE AMOUNT OF TAX			Kind	Included	Excluded	Federal	x x x	\$	*State	\$	\$	*Local	\$	\$
INDICATE AMOUNT OF TAX																	
Kind	Included	Excluded															
Federal	x x x	\$															
*State	\$	\$															
*Local	\$	\$															
which has (or have) been delivered, or which will be delivered and invoiced pursuant to purchase orders issued under contract No. _____, dated _____, and for which a tax exemption certificate has not heretofore been issued. Date _____ <small>(Signature and title of purchaser)</small> _____ <small>(Identification Card No.)</small> _____																	
VENDOR Firm name _____ By _____ Title _____	Certified correct and just; To be filled in ONLY by the administrative office when a State or local tax is included in the purchase price. D. O. _____ Symbol _____ Bu. you. No. _____ Period _____ <small>*State and local taxes to be paid only when absolutely necessary to obtain commodity required.</small>																

Front

INSTRUCTIONS
<ol style="list-style-type: none"> 1. This form will be used where a State or local sales tax attaches at the time of sale to the consumer and/or when the merchandise purchased is subject to the Federal tax imposed by the Revenue Act of 1932, as amended, and it can be definitely established at the time of purchase that such Federal tax is not included in the amount paid by the purchaser. 2. Using a separate certificate for each class of tax involved, the certificate will be issued to the vendor when the price paid is exclusive of the Federal, State, or local tax, and will be retained by the purchaser when the price paid includes a State or local tax. 3. The serial number of each certificate prepared will be shown on the payment voucher. 4. If the space provided for showing the quantity, price, etc., of the articles purchased is not sufficient, a separate statement may be attached to the form. 5. Exemption certificate will NOT be issued: <ol style="list-style-type: none"> (a) For merchandise purchased which is subject only to the Federal tax and such tax is included in the price paid. (b) For items of subsistence expense when an official or employee of the Federal Government is traveling on official business under a per diem allowance. (c) For items of travel expense when an official or employee of the Federal Government is traveling on official business in his personally-owned motor vehicle and is granted a mileage allowance. (d) By individuals in official travel status, unless payment is actually made at the time of purchase.
PENALTY FOR FRAUDULENT USE
The fraudulent use of this certificate for the purpose of securing exemption for the payment or adjustment of taxes will subject the guilty party to a fine of \$10,000 or imprisonment for not more than 10 years or both.

Back

—Time and
Manner of
Issuance.

Standard Form 1094 shall be used when a State or local sales tax is attached at the time of sale to the consumer and when the merchandise purchased is subject to the Federal tax imposed by the Revenue Act of 1932, as amended, and when it can be definitely established at the time of purchase that such Federal tax is not included in the amount paid by the purchaser. One copy of the certificate for each class of tax involved shall be submitted by the employee claiming exemption to the dealer or producer from whom the purchase is made when the price paid is exclusive of the Federal, State, or local tax. When the price paid includes a State or local sales tax, the certificate shall be retained by the purchaser to be used by the Government as the basis for

billing the taxing authority for a refund of the taxes paid. The serial number of each certificate prepared shall be shown on the payment voucher.

Tax exemption certificates shall not be issued for merchandise purchased which is subject only to the Federal tax and when such tax is included in the price paid, nor shall it be used by employees (1) for items of subsistence expense when per diem in lieu of subsistence is granted, and (2) when using privately owned motor vehicles for which a mileage allowance is authorized. All WPA employees using the tax exemption certificate should be properly identified by means of U. S. Government Tax Exemption Identification Card, Standard Form 1094c.

—Cases in Which Tax Exemption Certificates Shall Not Be Issued.

U. S. GOVERNMENT TAX EXEMPTION IDENTIFICATION CARD	
<div style="display: flex; justify-content: space-between;"> (Read until) 10 </div> <p style="text-align: center;">THIS IS TO CERTIFY THAT</p> <div style="border: 1px solid black; padding: 2px; text-align: center; font-weight: bold; font-size: 1.2em;">VOID</div> <p>(Name of employee) WHO HAS SIGNED HIS NAME IN THE MARGIN HEREOF, IS AN EMPLOYEE OF THE</p> <p>(Department or establishment and bureau or service)</p> <p>EMPLOYEE OF U. S. GOVERNMENT BUSINESS, AND IS AUTHORIZED TO SECURE EXEMPTION FROM FEDERAL, STATE, OR LOCAL TAXES (SUCH AS SALES TAX, GASOLINE TAX, ETC.) ON MERCHANDISE PURCHASED FOR EXCLUSIVE OFFICIAL USE, AND FOR THIS PURPOSE WILL PRESENT TO DEALERS FROM WHOM PURCHASED THE STANDARD FORM OF U. S. GOVERNMENT TAX EXEMPTION CERTIFICATE (STANDARD FORM NO. 1094c).</p>	<p style="text-align: center; font-weight: bold;">WPA-1</p>
<p>Standard Form No. 1094c-C Form approved by Comptroller General U. S. June 18, 1939</p>	<p>(Signature) _____</p> <p>(Title) _____</p>

Revised May 20, 1940

Travel Within Official Station

**Reimbursement
for Travel
Within Offi-
cial Station.**

Employees of the Work Projects Administration may be reimbursed on an actual operating expense basis for gasoline and oil consumed in the use of privately owned or other automobiles, covering travel performed on official business within the limits of their official stations. Particular attention is directed to the requirement in such cases that vouchers be supported by receipts covering purchases for which reimbursement is claimed. Reimbursement will be made by means of *Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel, Standard Form 1012*.

**—Actual
Expense Basis.****—Salary
Increase To
Cover Travel
Expense.**

In lieu of reimbursement for actual operating expenses while performing required travel within official stations, appointive employees and project supervisory employees who, as a condition of their employment, are required to furnish their own means of conveyance (means of conveyance shall include use of privately owned automobile and/or use of common carrier) for such travel may be paid a higher salary than other employees performing similar work but who are not required to travel in performing their duties.

**—Official
Station
Provisions.**

The official station of an employee shall be designated as the normal territory in which the employee is required to travel such as the corporate limits of a city or town; the boundary limits of a township, county, or group thereof; or the boundary limits of a WPA district or area. The official station of an administrative or Supply Section employee shall be restricted to the corporate limits of the city, town, or village in which the employee is stationed. The official station of a project supervisory employee shall be restricted to the geographic area which will permit him, within the hours assigned as a regular workday for the project, to reach any point within his tour of duty, perform his required duties at such point, and return to the point of original departure. Travel by an employee who is required to travel outside his official station shall be authorized in accordance with the provisions set forth on page 1.6.004, in which instance the expense of such travel and subsistence shall be distributed to the benefiting projects.

**—Subsistence
Excluded.**

Employees required to travel on official business within their official stations may not be allowed reimbursement or an allowance for subsistence expenses incurred in connection with such travel.

**—Travel
Identification
for Classifi-
cation Grades.**

Where it is determined that a higher salary shall be paid to such traveling employees, there shall be added to the classes and grades established for such employees a travel identification selected from the following schedule, representing the average amount of travel within official station for which the employee will be required to furnish his own means of conveyance. The corresponding amounts by which base salaries shall be adjusted are set forth in the following schedule for each travel identification.

Travel identifi- cation	Miles of travel within official station (calendar month or 4-week fiscal period)	Salary involved	
		When travel is on monthly basis	When travel is on 4-week fiscal period basis
A	101- 200	\$6.00	\$5.88
B	201- 325	10.50	10.36
C	326- 450	15.30	15.12
D	451- 575	20.40	20.44
E	576- 700	25.50	25.48
F	701- 825	30.60	30.52
G	826- 950	35.40	35.28
H	951-1075	40.30	40.32
I	1076-1200	45.60	45.64
J	1201-1325	50.40	50.40
K	1326-1450	55.50	55.44
L	1451-1575	60.60	60.48
M	1576-1700	65.40	65.52
N	1701-1825	70.50	70.56
O	1826-1950	75.60	75.60
P	1951 or more	80.40	80.36

The fact that an appointive employee is receiving the maximum salary authorized for the ACS grade of his position does not preclude adjustment of his salary pursuant to the above travel identification schedule in order to allow for required travel within the employee's official station.

—Appointive
Employees.

Each employee whose base salary has been adjusted in accordance with a travel identification shall prepare at the close of each calendar month or 4-week fiscal period *Statement of Travel Within Limits of Official Station*, WPA Form 211. Each trip shall be shown in the statement in chronological order. Columns 1, 2, 3, and 4 shall be used to reflect travel by privately owned automobile and columns 1, 2, 3, and 5 shall be used to reflect travel

—Monthly
Report of
Travel Within
Official
Station.

Federal Works Agency WPA Form 211 Revised 5-22-42		WORK PROJECTS ADMINISTRATION		
STATEMENT OF TRAVEL WITHIN LIMITS OF OFFICIAL STATION				
Period from _____ to _____				
Official station _____				
Name _____		U. P. No. _____		W. P. No. _____
Official title _____		Base salary _____		Travel identification _____
Statement of travel accomplished with _____ (make of automobiles) License No. _____ turned by _____ (driver's name)				
Date (1)	From (2)	To (3)	Miles traveled by privately owned automobile (4)	Cost by common carrier (5)
Total				
I certify that the information stated above is true and correct, that the travel was accomplished in the performance of my official duties in the manner indicated, and that no part of the expense shown resulted from travel outside of the limits of my official station.				
(Approval of superior officer)			Signature of traveler	
(The traveler will not use this block)				
Amount of travel identification assignable on basis of mileage only (column 4) _____				
Add: Total cost by common carrier (column 5) _____				
Total for comparison with assigned travel identification _____				

(This form to be mimeographed locally)

by common carrier. The certificate provided on the form shall be signed by the traveler, and the travel shown on official business shall be approved by the traveler's superior officer. The completed form shall be submitted in duplicate to the Pay Roll Section of the Division of Finance for completion of the block at the bottom of the form.

The original of WPA Form 211 then shall be submitted to the head of the division having jurisdiction over the employee, in order that adjustments may be made when necessary. Changes in travel identifications for individual employees, to reflect varying travel requirements, shall not be made more often than once each 3 months, except where necessary due to a change of status, including entrance into final annual leave status, or, in the case of a project supervisory employee, a change in projects supervised. When the operating divisions find that adjustments in travel identification designations are necessary, the recommended changes shall be submitted to the Division of Employment.

—Adjustment
or Elimination
of Travel
Identification.

The procedure for assigning travel identification designations to the classes and grades established for appointive employees is found on page 1.6.016 and is stated elsewhere for project supervisory employees.¹

Employees whose base salaries have been adjusted in accordance with travel identification designations shall not be permitted to use *U. S. Government Tax Exemption Certificate*, Standard Forms 1094, and shall not be provided with *U. S. Government Tax Exemption Identification Card*, Standard Form 1094c.

— —Tax
Exemptions Not
Allowable.

Travel within the official station shall exclude:

1. Travel between domicile and points of first and last assignment within official station involved in reporting for work and returning therefrom.
2. Travel on official business, beyond the official station, for which travel reimbursement is provided in accordance with the provisions set forth on pages 1.6.004-1.6.007 of this chapter and in the Standardized Government Travel Regulations.

¹See appendix A. item 8-1.

Preparation of VOUCHER FOR PER DIEM AND/OR REIMBURSEMENT OF EXPENSES INCIDENT TO OFFICIAL TRAVEL, Standard Form 1012

Standard
Form 1012.

—Use.

Reimbursement of allowable expenses incurred while in travel status is made by means of *Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel*, Standard Form 1012. When travel is accomplished by privately owned motor vehicle (automobile or motorcycle), Standard Form 1012 is supported by *Statement of Travel by Motor Vehicle*, Standard Form 1012e.

—Preparation.

Standard Form 1012 is prepared in accordance with the following instructions:

—Copies.

1. One white copy, Standard Form 1012, and four yellow copies, Standard Form 1012a, or a total of five copies of all vouchers shall be submitted to the State Director of Finance.
2. In the space "U. S." fill in "Federal Works Agency, Work Projects Administration," written out in full.
3. Insert as "Payee" the full name of traveler as signed.
4. In the space marked "Address" write the address to which the check is to be mailed.
5. "Official headquarters" is obtained from the travel authorization.
6. The first and last dates of the period covered by the voucher are inserted in the appropriate spaces. The "Authority No." and date are taken from the travel authorization.

—Signature.

7. In the space "Sign Original Only _____ Payee;" the traveler signs in his own handwriting. The title may be typed in. This is the only space which should be signed by the payee.

—Oath.

8. The traveler's oath may be administered by notaries public, postmasters, assistant postmasters, State administrative employees who have been designated in writing for such purpose by the Administrator of the Federal Works Agency, or WPA employees designated to administer oaths by General Order No. 3, Revised, of the Work Projects Administration. The jurat provided on Standard Form 1012 shall be used in all such cases. In the case of WPA employees designated to administer oaths by General Order No. 3, Revised, the title stated in the jurat shall be the employee's functional title rather than his pay roll title.

—Approval
of Responsible
Office.

9. Under "Recommended for approval _____ Immediate supervising official" should appear the signature of a responsible official having supervision of the traveler, and who has been designated by the State Administrator.

—Certifi-
cation.

10. The voucher shall be certified by the official properly designated to certify travel vouchers by the State Administrator.

—Accounting
Classification,
Designation,
and Amount.

11. An "Accounting classification" block has been inserted on the lower portion of Standard Form 1012 to be filled in by the administrative office. Indicate on one line in the column headed "Appropriation, limitation, or project symbol" the official project number involved. If more than one official project is involved, additional lines shall be used for each official project number. The appropriation symbol and title shall be listed in the column headed "Appropriation title," as shown by the travel authorization. The amount chargeable to the official project and the appropriation shall be entered in the columns headed "Limitation or project amount" and "Appropriation amount," respectively. It is necessary that both these columns be filled in even though the amounts are identical. In cases where the voucher covers one or more work projects, the lower portion of the "Accounting classification" block may be used to indicate the work project number and amount, in the columns headed "Allotment symbol" and "Amount," respectively.

—Indicating
Date and Hour
of Departure.

12. On page 2, item 1, under the space "Date and hour of departure from official headquarters," fill in the date and hour of departure as shown on the first line of the itemized schedule of travel and other expenses.

—Duty
Status on First
Voucher Day.

13. Under the space "Give duty status on first day of voucher period," fill in the name of the city where traveler is located on the first day of voucher period, followed by the date he arrived in that city, if it is not his official headquarters.

—Estimated
Return Date.

14. The approximate date on which return to official headquarters is contemplated should be inserted if traveler is in the field on the last day of the voucher period for which expenses are claimed. If traveler is at official headquarters on the last day of the period covered by the travel voucher, this space may be left blank.

—Authorized
Allowance.

15. Under item 4, "State authorized allowance for per diem in lieu of subsistence," enter the per diem allowance shown by the travel authorization.

Standard Form No. 1012—Revised
Form Approved by
Comptroller General, U. S.
July 19, 1937 (Rev. May 16, 1939)
General Regulations No. 681

VOUCHER FOR PER DIEM AND/OR REIMBURSEMENT
OF EXPENSES INCIDENT TO OFFICIAL TRAVEL

D.O. vou. No. _____

Bureau No. _____

(Statement of account must be completely filled in by payee prior to signature, and there must not be any erasure or alteration unless initialed or signed by him.)

General Accounting Office PREAUDIT Certified for payment in the sum of \$ _____ COMPTROLLER GENERAL OF THE UNITED STATES By _____	U. S. _____ (Department, bureau, or establishment)	PAID BY _____ (For use of paying official)
	THE UNITED STATES, D.C., To _____ Payee	
	_____ (Address)	
	Official Headquarters _____ Domicile _____ Residence _____ (For use of Postal Service only)	

FOR PER DIEM in lieu of subsistence, mileage for personally owned motor vehicle, and/or REIMBURSEMENT of travel and other expenses paid by me in the discharge of official duty from _____, 19____, to _____, 19____, as per itemized statement within, under authority No. _____, dated _____, 19____, copy of which is attached,* or has been previously furnished with voucher No. _____, paid _____, 19____, by _____ (Name of disbursing officer) \$ _____

I do solemnly swear (or affirm) that the above account and schedule annexed are just and true in all respects; that payment therefor has not been received; and that my statement of travel performed upon transportation requests and/or by motor vehicle correctly reflects travel performed by me on official business.

SIGN ORIGINAL ONLY Payee _____ Title _____
Differences _____
Account verified correct for \$ _____
(Signature or initials) _____

Subscribed and sworn to (or affirmed) before me at _____ this _____ day of _____, 19____
_____ Title _____

Recommended for approval:

(To be used at discretion of department, bureau, or establishment)

(Special supervising official)

I certify that the official headquarters, domicile, or residence of the claimant is as stated above; that the travel was authorized from and to the points stated in the account, and for the period and at the subsistence rate or rates claimed, as shown by the authority on file, or (if such authority was not issued in advance of travel) as satisfactorily explained and approved hereon as required by the Standardized Government Travel Regulations; that the within itemized statement including claimant's statement of travel performed upon transportation requests has been examined and is certified correct, except as noted; and that the amounts therein claimed are just and reasonable, except as noted.

†Approved for \$ _____

SIGN
ORIGINAL
ONLY

Title _____

ACCOUNTING CLASSIFICATION (For completion by administrative office)

Appropriation, limitation or project symbol	Appropriation title		Limitation or project		Appropriation	
			Amount		Amount	
			\$		\$	

Paid by { Check No. _____, dated _____, 19____, for \$ _____ (on Treasurer of the United States
Cash, \$ _____, on _____, 19____ (in favor of payee named above.
SIGN ORIGINAL ONLY (Signature of payee)

* If there was no prior authority, state circumstances which rendered securing prior authority impracticable.

† If the ability to certify and authority to approve are combined in one person no signature only is necessary; otherwise the approving officer will sign to the blank space below "Approved for \$ _____", and over his official title.

Front

STATEMENT OF TRAVEL PERFORMED FOR WHICH REIMBURSEMENT IS NOT CLAIMED
BY TRAVELER

Date of travel	No. of transportation request or speedometer reading	From—	To—	Via (Kind of carrier or vehicle)*	Class or mileage†	Amount

* Railroad, steamship, airplane, bus, etc.

† Abbreviate class of service or accommodations used. Railroad: F, first class; I, intermediate class; M, mixed class; C, coach; P, Pullman accommodations; DR, drawing room; CP, compartment; BR, bedroom; S/B, single occupancy section; S/C, sections; LB, lower berth; UB, upper berth; S, sml. By other mode: Number of miles traveled.

INSTRUCTIONS

- The provisions of the travel regulations must be strictly observed in order to avoid suspensions and disallowances in the accounts.
- When more space is required for itemization of the account, use continuation sheets (Standard Form 1012b—Revised and 1012c—Revised) and fasten together in upper left-hand corner.
- As many copies of the approved memorandum voucher as be made as required for administrative purposes.

Back

[illegible]

Standard Form 1012

Inside

— —Departure
and Arrival
Time, Common
Carrier.

16. When traveling by common carrier, the time of departure from, and arrival at, each point visited shall be shown. Where reimbursement is claimed for cash fare paid, the name of the transportation company also shall be shown.

— — Standard
Form 1012e,
Private
Automobile.

17. Where privately owned automobile or motorcycle on a mileage basis is used, Standard Form 1012e shall be executed. This form is provided for recording the information required relative to places visited, exact time of arrival and departure, and speedometer readings. The total amount claimed for mileage shall be entered on Standard Form 1012e as follows: "Travel as per attached Standard Form 1012e," and the amount. Information shown on Standard Form 1012e need not be repeated on the voucher. Where it is shown in the heading of Standard Form 1012e that the vehicle is owned by or registered in the name of some person other than the traveler or a person of other than the same family name as the traveler, the following statement shall be added to the certification at the bottom of the form: "Also that I paid all or a substantial part of the cost of operating the vehicle for the travel for which reimbursement is claimed."

— — Standard
Form 1094,
Actual Expense
Basis.

18. Where a privately owned automobile is operated on an actual expense basis, the voucher should be made in the form suggested for the mileage basis, including the speedometer readings. Receipts for gas, oil, bridge and other tolls, and garage rent shall be submitted with the expense accounts in cases where the individual amounts exceed \$1. Purchases of gasoline and oil under such circumstances are not subject to Federal, State, or local taxes. Employees should secure exemption from such taxes through the use of *U. S. Government Tax Exemption Certificate, Standard Form 1094*. (See pages 1-8.014-1-8.015.) The voucher shall show the year, make, and model of the automobile, and it is advisable that a statement showing the average gasoline and oil consumption of the automobile be included.

— — Allowable
Telephone
Calls on
Official
Business.

19. Telephone Calls on Official Business.—Local calls shall be itemized daily in the following form: "Six local telephone calls at 5¢ each, 30¢." With long-distance calls, the name of the person called and his address shall be listed; the point from which the call was made and the time consumed (in minutes) shall be shown for each call, and a receipt is required for any call the charge for which is in excess of \$1. If the call was made from a pay telephone, making it impossible to obtain a receipt, that fact shall be stated. The words "Official business" shall be inserted on each call or a statement shall be made on the voucher that all calls were on official business. No employee attached to a Regional Office or State Administration may secure reimbursement for a long-distance telephone call unless such employee is included on an approved list of employees who have been authorized by the Regional Director or the State Administrator, respectively, to make such telephone calls or to receive collect calls.

— — Allowable
Telegrams on
Official
Business.

20. *Telegrams on Official Business.*—Normally all official telegrams sent by travelers attached to State or local WPA offices will be addressed to a WPA office in the same State and should be sent collect, in which case the telegram is to be indorsed "Official business—Government rate—collect." In cases where it is necessary to pay for an official telegram, the traveler should obtain the Government rate and indorse the message "Official business—Government rate—paid." A copy of each paid message shall be obtained and attached to the voucher on which reimbursement is claimed.

— —Listing
Requests on
Voucher.

21. On the fourth page of the voucher, each transportation request shall be listed in chronological order.

**Regulations Governing Payments of Expenses Incurred in Connection With
Death of WPA Appointive Employees While in Travel Status or While
Assigned to Post Outside United States**

Executive Order No. 8557, effective September 6, 1940, prescribes regulations governing the payment of certain expenses incurred in connection with Federal employees dying while in travel status on official business or while assigned to a post outside the United States. The expenses provided for by the Order, subject to stipulated limitations, are as follows:

1. For the preparation and transportation of remains of employees dying while in a travel status within or without the continental limits of the United States or while on assignment to a post outside the continental limits of the United States.
2. For transportation of dependents and household effects and other personal property of employees dying during a period of assignment to a post outside the continental limits of the United States.

Detailed instructions relating to the payment of such expenses are set forth in Executive Order No. 8557 (see Administrative Letter No. 5) for the information of State Work Projects Administrations. The provisions of Executive Order No. 8557 are applicable only to WPA appointive employees. However, Executive Order No. 8557 is not applicable where a WPA employee dies as a result of injuries sustained while in the performance of duty. In such cases, the expenses of preparing and transporting the remains to the place of interment is chargeable to funds of the United States Employees' Compensation Commission.

It shall be noted that upon receipt of notice of the death of an appointive employee while in any status subject to the provisions of Executive Order No. 8557, the State Work Projects Administrator or his designated representative shall immediately notify the next of kin or legal representative of the decedent and shall render every reasonable assistance in arranging for preparation and transportation of the body. The State Administrator or his designated representative also shall inform the next of kin or legal representative of the provisions of Executive Order No. 8557.

Payment of the expenses allowable under Executive Order No. 8557 shall be made either directly to the persons performing the prescribed services or by reimbursement to any person who has made original payment of such expenses. In the case of administrative employees, such payments shall be made from administrative funds. In the case of appointive employees of the Supply Section, such payments shall be made from the supply fund.

Added Jan. 7, 1941

PART II. COMMUNICATIONS

The objective classification "Communications" shall include the cost of the various commercial means for transmittal of messages, in addition to those offered by the Government postal service. The following items shall be included under this classification:

Items
Classified as
Communications.

1. Local and long-distance telephone service together with rental charges for the necessary equipment. —List of.
2. Telegraph service.
3. Teletype service, including rental of equipment.
4. Radio communication service.
5. Commercial messenger service.
6. Government postal service, including post-office box rent and stamps (exclusive of parcel post and special delivery). Parcel post and special delivery postal service are specifically excluded from this classification, and are properly classified as "Transportation of things."

The purchase of various types of intercommunicating equipment, including annunciator, buzzer, and call systems, are excluded from this classification and are properly classified as "Equipment." However, where intercommunicating service systems are provided by the telephone company, the service charges are applicable to communication expense.

—Items
Excluded.

General Statement on Use of Communication Services

Every effort shall be made by offices of the Work Projects Administration to maintain expenditures for communication services at the minimum consistent with administrative needs. All official communications shall be transmitted in the manner best suited to the interest of the Government, considering their nature, urgency for action, and facilities available. The use of the various types of communication services shall be controlled in accordance with the following statements in part II of this chapter.

Control of
Communication
Expense.

Use of Local and Long-Distance Telephone

Telephone Services.

The Procurement Division of the Treasury Department shall contract for telephone services through the use of Standard Form 40. The use of the telephone system by employees of the Work Projects Administration in connection with personal business is prohibited. WPA offices shall restrict long-distance calls and charges to the absolute minimum essential to properly conduct Government business.

Various methods for controlling expenditures for telephone services are set forth as follows.

—Periodic Review of Equipment Needs.

Periodical Review of Equipment Needs.—At periodic intervals, the number of telephone instruments together with wiring plans in each WPA office should be reviewed to determine the need therefor, and any surplus equipment should be removed.

—Authorized List for Long-Distance Calls.

Control of Telephone Usage.—Each State Administrator shall prepare, for use within the State Work Projects Administration, a list of WPA employees who are authorized to make long-distance telephone calls or to receive collect calls from other WPA employees. No WPA employee shall make a long-distance call or receive a collect call unless he is on the approved list.

—Grading Use of Telephone Extensions.

In offices where the telephone company makes a charge for local calls, based upon the number of such calls placed, a grading system should be installed to control the type of service available from each instrument. Telephone extensions for employees authorized to place long-distance calls should be given an "A" grading, indicating authorized use of long-distance, local, and interoffice service. Extensions for employees not authorized to place long-distance calls but required in connection with their official duties to make local calls should be given a "B" grading, indicating authorized use of local and interoffice service. Extensions for employees only required to use the telephone for interoffice service should be given a "C" grading, restricting their use to interoffice service only. When such grading by extension numbers has been accomplished, the private branch telephone switchboard should be equipped by the telephone company with various colored light signals for each grade, in order that the operator may control the service accordingly.

—Joint WPA and Treasury Use Expense.

Private Branch Switchboards Used Jointly by WPA and Divisions of Treasury Department.—In State offices where the private branch telephone exchange serves both the Work Projects Administration and the various divisions of the Treasury Department or other Government agencies, arrangements shall be made for an equitable proration of the cost of equipment and services among the agencies affected.

—Joint State and Regional Use.

In WPA Regional offices where telephone service is handled through the State office switchboard, the State Administration shall bill the Regional office monthly for its prorata share of service, using Standard Forms 1080 and 1081 supported by Standard Form 1090.

—Limitation on Acceptance of Collect Calls.

Collect Long-Distance Telephone Calls.—No collect telephone calls shall be accepted except from employees of the Work Projects Administration. Telephone calls placed by employees of other Federal agencies or other persons not Federal employees should be paid for by the persons making the calls.

—Restriction on Collect Calls of Central Office.

In cases of extreme urgency, where WPA Regional and State employees are required to make long-distance telephone calls to the central office, the cost of such calls should be charged to the Regional and State offices, respectively.

Certification of Long-Distance Telephone Toll Charges.—It is required by law that all vouchers covering long-distance telephone tolls be supported by a certificate by the head of the department, or such subordinates as he may specifically designate, that the use of the telephone in such instances was necessary and in the interest of Government business. The Administrator of the Federal Works Agency has designated State Work Projects Administrators, Deputy Administrators, Assistant Administrators, State Directors of Finance, and State Administrative Officers as authorized to execute such certificates.

—Certification of Long-Distance Telephone Toll Charges.

The required certificate shall read as follows:

—Form of Certificate.

"Pursuant to section 4 of the act approved May 10, 1939 (53 Stat. 738), I certify that the use of the telephone for the official long-distance calls listed herein was necessary in the interest of the Government."

Revised Aug. 1, 1941

Use of Telegraph and Radio Service

Telegraph and Radio Services.

When the use of telegraph or radio facilities is deemed necessary in connection with official Government business, the most economical form that will accomplish the desired purpose should be utilized. Telegraphic and radio communications facilities shall not be used where time permits the transmission of messages by regular air- or rail-mail service. This prohibition should apply to requests for forms, travelers' itineraries, and other routine messages which, with adequate planning, could be transmitted by mail.

—Use of Commercial Services.

Use of Commercial Telegraph and Radio Facilities.—The statement "Official business—Government rate" shall appear on all commercial telegraph messages. There exists in many States a decided difference in intra-State telegraphic rates offered by the several commercial companies, and this difference shall be taken into consideration in order to utilize the most economical service. Radiotelegrams may be transmitted between many of the large cities of the United States more cheaply than telegrams. This service should be utilized where it represents the most economical method of message transmission.

—Punctuation and Paragraphing.

The commercial radio and telegraph companies will not charge for punctuation marks or paragraphing used in messages. The punctuation marks will be transmitted as written, but not counted or charged as words. The allowable free punctuation marks are: comma, period, colon, semicolon, dash or hyphen, quotation marks, parenthesis, question mark, and apostrophe. However, punctuation spelled out, such as "stop," "period," "comma," and "quote," will be charged as words.

—Numerals and Fractions.

Numerals may be expressed in figures, and fractions, by the use of the diagonal bar; that is, 167543, 1675-3/5, 24/25. A group of five figures or less will be charged as one word, and each fraction, as one word.

—Use of U. S. Army Services.

Use of U. S. Army and Navy Radio Facilities.—WPA Regional and State offices should, wherever possible, use United States Army communication facilities instead of commercial telegraph lines for the transmission of necessary, urgent official messages. Since the cost of sending messages via Army radio is charged at the rate of only \$0.009 per word, it is obvious that considerable savings are possible.

—Use of U. S. Navy Services.

In addition to the use of communication facilities of the Army, WPA official messages may be filed directly for transmittal with the United States Navy Communication Service at the following points: Seattle, Wash.; San Francisco, Calif.; Boston, Mass.; New York City, N. Y.; Honolulu, T. H.; and San Juan, P. R. There is no charge to Government departments for the transmission of messages through the Naval Communication Service.

—Handling of Punctuation and Numbers.

It is important to note that in preparing messages for transmission by either Army or Navy communication facilities, as distinct from those prepared for transmission by commercial companies, that special signs, punctuation marks, etc., cannot as such be transmitted and cannot be accepted. Such signs and symbols (when necessary to include them) shall be spelled out. Numbers may be written as figures or spelled out.

—Map Showing Army Stations.

The map outlined on page 1.6.027 shows the location of Army communication stations. The Army communication facilities normally should be used only by those offices in the vicinity of Army stations in order that messages may be filed directly for transmission. Other offices may, however, telegraph their messages to the nearest Army station for forwarding. An examination of the map will quickly disclose whether it would be economical and expedient to route a message between any two points in the United States via the Army system.

— —Preparation of Army Message.

Messages telegraphed to an Army station for forwarding should be addressed as follows:

Message	Army Radio Station Fort Huachuca, Arizona
Body	For F. C. Harrington, Work Projects Administration, Washington, D. C. Please advise us how, etc. * * *.
Signature	John Doe

It should be noted that the body of the message contains the address of the person to whom the message is to be forwarded, followed by the text of the message. The full name of the sender should be signed to the message.

— —Army Classification of Messages.

Messages transmitted over the Army facilities are classified as follows:

— — —Priority.

1. *Priority*—applied to messages which are to be given precedence over routine and night letters. Priority messages correspond to straight, full-rate, commercial telegrams.

— — —Routine.

2. *Routine*—applied to messages which are to be handled as expeditiously as possible but not given preferred treatment. Routine messages correspond to commercial day letters.

— — —Nite.

3. *Nite*—applied to messages which are to be delivered as early as possible after the beginning of office hours on the following morning. Nite messages correspond to commercial night letters.

— —Indication of Classification of Message.

Senders who, because of their proximity to Army stations, telephone or deliver messages to the stations should indicate the classification to be applied to the messages. Messages telegraphed to Army stations for forwarding to their ultimate destination will be classified by the stations according to their commercial classification, straight telegrams becoming *priority* messages, and day and night letters becoming *routine* messages.

—Use of Standardized Code.

Use of Standardized Code for Telegraphic and Radio Communications.—Communications of the Division of Finance, between the central, Regional, and State offices of the Work Projects Administration, and communications of other divisions relating to financial data shall normally be prepared in accordance with the coding system contained in appendix G.

— —Limitation on Use.

Inasmuch as the standardized code is designed to make available complete information concerning WPA funds and other financial data at a minimum of communication expense, it need not be used in cases where no economy results. Thus, straight messages of 10 words or less need not be coded. Similarly, a day or night letter of 50 words or less should be coded only when such coding makes it possible to send the message at less expense as a straight or preferred message.

—State Control of Telegraph Services.

Controlling Use of Telegraph and Radio Service.—As a means of controlling the use of telegraphic and radio facilities, it is suggested that all messages originating in WPA State offices for transmission to points either within or outside the State, be reviewed by a qualified officer to determine the necessity for wire or radio transmission.

—Administrative Lettergrams.

Use by Central Office of Administrative Lettergrams.—As a means of eliminating unnecessary transmission of communications by telegraphic or radio facilities, the central office has adopted the use of "Administrative Lettergrams." Future releases to all State Work Projects Administrations covering

employment quotas, State program budgets, administrative budgets, and procedural instructions which have heretofore been transmitted as telegrams will generally hereafter be forwarded through the medium of Administrative Lettergrams. These lettergrams will be transmitted by special delivery rail or air mail, whichever is appropriate to insure normal delivery on the following working day. Such communications, upon receipt in State offices, shall be given immediate attention.

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

1734 NEW YORK AVENUE, NW.
WASHINGTON, D. C.

HOWARD O. HUNTER
COMMISSIONER OF WORK PROJECTS

ADMINISTRATIVE LETTERGRAM
IMPORTANT

Use of Rail- and Air-Mail Service

Rail-Mail Service.

—Use of.

All official communications of the Work Projects Administration should be transmitted through the use of regular rail-mail service when delivery normally can be expected by the time or date at which receipt is required. In cases where rail-mail service will not provide normal delivery by the date required, use shall be made of air-mail facilities unless communication by telegraph or telephone is imperative.

—Listing Dispatch Time.

It is suggested that all WPA offices prepare a schedule of mail closing hours and transit time, for both rail- and air-mail service, for points to which communications are most frequently addressed. Such a schedule should govern the dispatch of mail and the type of mail service to be used.

—Registry.

Free registry of official matter by Government agencies is permitted only within the District of Columbia. All Government offices located outside the District of Columbia are required to pay the registry fee through affixing postage stamps of the value required to cover the cost of registry.

—Purchase of Postage Stamps.

Procedure for the Purchase of Postage Stamps.—The State Administrator or his designated representative shall be responsible for the purchase and distribution of postage stamps required in the transaction of official Government business.

— —Use of Treasury Form A-6.

Requisitions for postage stamps shall be prepared on *Requisition for Purchase, Treasury Form A-6*, according to the instructions set forth on page 2.9.015. These requisitions shall contain an itemized list of the denomination required, the total value of the stamps to be purchased, and the name of the authorized WPA representative who will receive and distribute the stamps.

— —Use of Disbursement Form M-184.

The WPA representative indicated on the requisition will receive from the Treasury Regional Disbursing Officer, *Designation of Agent, Delayed Submission Notice, Disbursement Form M-184*, together with the original voucher and check for the value of the stamps in favor of the postmaster where the stamps are to be procured. The original voucher and check shall be delivered by the WPA representative to the postmaster in the city where the postage stamps are to be purchased. The postmaster will sign the voucher and deliver it with the postage stamps to the WPA representative.

Upon completion of the transaction the WPA representative will sign the Disbursement Form M-184, as required, and transmit it with the signed voucher to the Treasury Regional Disbursing Officer.

Revised Jan. 28, 1942

Use of Penalty Privilege for Mailing Official Matter Free of Postage

The general regulations applicable to the use of the penalty privilege, and the types of material which may be transmitted through the mail free of postage are as follows.

Penalty
Privilege
for Mailing.

Use of Penalty Privilege—General Regulations.—Official franked envelopes or labels shall be used in mailing all material of an official nature, with the exception of those items specifically excluded from transmission free of postage as set forth below.

—Use.

Officers or employees of the Work Projects Administration (including project employees when necessary in conducting Government business) are entitled by law to the use of the penalty privilege. Such officers or employees may inclose penalty envelopes with return address to any person or persons from whom or through whom official information is desired, the same to be used only to cover such official information and indorsements relating thereto.

—WPA
Personnel
Authorized
To Use.

Where information is to be forwarded periodically or on more than one occasion to the Work Projects Administration by persons not officers of the Government and who are not required by law or regulation to forward the information, penalty envelopes or labels bearing return address may be furnished in quantities for the transmission of such information. Thus, State departments acting in the capacity of referral agencies for the Work Projects Administration may be furnished with self-addressed penalty envelopes or labels for the transmission of official employment forms or information. Except as provided in this paragraph, the penalty privilege is restricted to WPA employees.

—Other
Persons
Authorized.

No report, document, or publication of any kind distributed by a Government office under the penalty privilege shall contain any notice that the material is sent "with the compliments" of an officer of the Government.

—Restriction
on Compli-
mentary Use.

No article or package exceeding 4 pounds in weight may be transmitted through the mails under the penalty privilege, except single books weighing in excess of that amount and printed or written official matter emanating from the central office at Washington, D. C. Official matter weighing more than 4 pounds may be accepted for mailing at other post offices only when postage is prepaid thereon for the entire weight.

—4-Pound
Limit.

For special delivery letters or parcels, the penalty privilege covers initial postage, but a special delivery stamp shall be attached to each package or letter. Air-mail letters require full prepaid postage with no credit allowed for the penalty privilege. In the case of registered parcels, the registry fee is prepaid and the penalty privilege covers regular postage.

—Air,
Special, and
Registered
Mail.

Types of Matter Subject to Mailing Under Penalty Privilege.—Section 6 of the Treasury Post-Office Appropriation Act, fiscal year 1934, (Public No. 160, 76th Congress), amended by section 2 of Public No. 160, 76th Congress which places limitations upon the penalty mailing privilege, reads as follows:

Types of
Matter Subject
to Penalty
Privilege.

"Sec. 6. On and after July 1, 1939, no executive department or independent establishment of the Government shall transmit through the mail, free of postage, any book, report, periodical, bulletin, pamphlet, list, or other article or document (except official letter correspondence, including such enclosures as are reasonably related to the subject matter of the correspondence; informational releases in connection with the decennial census of the United States, mail concerning the sale of Government securities, and all forms and blanks and copies of statutes, rules, regulations, and instructions and administrative orders and interpretations necessary in the administration of such departments and establishments), unless a request therefor has been previously received by such department or independent establishment; or such transmission is required by law; or such document is transmitted to inform the recipient thereof of the adoption, amendment, or interpretation of a statute, rule, regulation, or order to which he is subject. For each quarter, beginning with the quarter commencing July 1, 1939, the head of each independent establishment and executive department (other than the Post Office Department) shall submit to the Postmaster General, within thirty days after the close of the quarter, a statement of the weight of the mail

—Legal
Provisions.

matter by classes of mail that the independent establishment or department has transmitted free of postage during such quarter, and he shall also certify to the Postmaster General at the end of each such quarter that nothing was transmitted through the mail free of postage by the independent establishment or department in violation of the provisions of this section: Provided, That nothing herein shall be construed to prohibit the mailing free of postage of lists of agricultural bulletins, lists of public documents which are offered for sale by the Superintendent of Documents, or of announcements of publications of maps, atlases, statistical, and other reports offered for sale by the Federal Power Commission as authorized by section 312 of the Federal Power Act: Provided further, That this prohibition shall not apply to the transmission of such books, reports, periodicals, bulletins, pamphlets, lists, articles, or documents to educational institutions or public libraries, or to Federal, State, or other public authorities."

— Interpretation.

All employees of the Work Projects Administration are instructed to observe faithfully both the letter and the spirit of the foregoing requirement of law. It is recognized that numerous points of interpretation are involved, and in order that uniform and orderly procedure may be followed, the following instructions are issued for the guidance of all concerned in the Work Projects Administration.

— —Not Applicable to WPA Employee Needs.

1. There is an obvious distinction between employees of the Work Projects Administration and others to whom the matter specified in the act might be mailed. It is not necessary to receive requests from WPA employees in order to mail them under penalty privilege any book, report, periodical, bulletin, pamphlet, list, or other article or document necessary in the conduct of the public business.

— —Not Applicable to Official Letter Mail.

2. Mailing of official letter correspondence under penalty privilege is permissible. Any official message signed by a WPA administrative or supervisory employee and addressed to any individual or organization shall be regarded as official letter correspondence. The letters may be circular letters, identical in content for mailing to a list of addresses.

— —Enclosures in Official Letters Not Attached.

3. Enclosures will be regarded as a part of official letter correspondence and therefore appropriate for mailing under penalty privilege.

— —Request To Be in Writing.

4. A written request for a specific publication or series of publications, or for information on a specified subject or subjects, will be regarded by the Work Projects Administration as a "request" under the terms of the act. In response to such requests, material necessary to give adequate information on the subject or subjects concerned may be mailed under the penalty privilege.

— —Mailing Lists To Be Maintained By Written Request.

5. A request to be placed on a mailing list for the purpose of receiving material on specified subjects will be regarded as sufficient to cover all mailings under penalty privilege until such request is withdrawn either through failure to answer a WPA inquiry or by letter or otherwise. In accordance with the provisions of this act, mailing lists of addressees to receive all or any substantial part of the WPA publications shall be maintained.

— —Mailing Lists Effective Only During Fiscal Year.

6. To make certain that addressees on mailing lists wish their requests for material to remain effective, mailing lists will be considered as expiring each June 30, unless revised prior to June 30 during the fiscal year, and the names of addressees who do not answer an inquiry as to whether they should be continued on such mailing lists will be dropped.

— —Regulations Mailed Under Franking Right.

7. Forms, blanks, copies of statutes, rules, regulations, instructions, administrative orders, and interpretations necessary in the administration of the work of the Work Projects Administration are mailable under penalty privilege.

8. Documents may be transmitted to inform the recipient thereof of the adoption, amendment, or interpretation of a statute, rule, regulation, or order to which he is subject without express request. — —Information on Matter of Law.
9. Lists of WPA publications or documents offered for sale by the Superintendent of Documents may be mailed under penalty privilege. — —Lists of Publications for Sale May Be Franked.
10. WPA publications and other material designated in the act may be mailed under penalty privilege to educational institutions and public libraries without express request. — —Educational Institutes Exempted.
11. WPA publications and other material designated in the act may be mailed under penalty privilege to Federal, State, or other public authorities without express request. — —Public Officials Exempted.
12. All mailing under penalty privilege shall be done in accordance with postal regulations and laws governing mailing by the Superintendent of Documents. — —Postal Regulations Binding.
13. Mailing under penalty privilege of printed or duplicated publications to addressees or lists of addressees who have not requested the material is not permissible except as set forth herein. — —Publications Not Mailed Except on Request.

Quarterly Report on Use of Penalty Privilege

Quarterly
State Report
on Material
Mailed.

In accordance with section 6 of the act making appropriation for the Post Office Department, as set forth on pages 1.6.031-1.6.032, each State Work Projects Administration shall prepare, at the close of each quarter-year period (September 30, December 31, March 31, and June 30), a consolidated statement showing the total number of pieces and weight of the official matter mailed free of postage from each administrative, supply fund, and project office in the State during the quarter. Reports prepared by local administrative, supply fund, and project offices shall be forwarded only to the State office for consolidation into the State report. The prescribed certificate incorporated in the statement shall be signed by the State Administrator.

—By Regional
Office.

Each regional office also shall prepare the required quarterly statement, certification thereof to be made by the regional Director.

—Form To
Be Used.

For the purpose of uniformity, these reports shall be prepared in the form of the following statement to show by classes the total number of pieces and weight of the official matter mailed free of postage.

Statement of Official Matter Mailed Free of Postage

Division of Administration
Attention: Director of Administrative
Service Section
Work Projects Administration
Washington, D. C.

(Name of department or establishment)

, 19—

Pursuant to sec. 6, Act of May 8, 1939 (Pub. No. 65—76th Congress) there is submitted below a statement of official matter mailed free of postage under the penalty privilege during the quarter ended _____, 19____, by this department or establishment, including all such mailings by its branches or field offices.

Matter in form of post cards to which 1-cent rate would apply if subject to postage		Letters and other matter to which letter rate would apply if subject to postage				Matter to which third-class rate would apply if subject to postage		Matter to which fourth-class rate would apply if subject to postage	
		Local		Other than local					
Number of cards	Total weight in ounces	Number of pieces	Total weight in ounces	Number of pieces	Total weight in ounces	Number of pieces	Total weight in ounces	Number of pieces	Total weight in ounces

Total number of pieces included above registered free: _____

(Title) _____

I hereby certify that during the quarter covered by this report, no book, report, periodical, bulletin, pamphlet, list, or other article or document was transmitted through the mail free of postage in violation of section 6 of the Post Office Appropriation Act, approved May 8, 1939 (Pub. No. 65—76th Congress).

(Title) _____

—Classes of
Mail.

The reports shall include all matter so mailed. For your information in this connection a brief description of the several classes of mail follows:

Domestic Postage Rates, etc.

First Class (limit 70 pounds):

Letters and written and sealed matter, 3 cents for each ounce, except when addressed for local delivery: Local letters, 2 cents an ounce at letter-carrier offices; and 1 cent an ounce at all other offices unless collected or delivered by rural or star-route carriers, in which case the rate is 2 cents an ounce.

Government postal cards, 1 cent each.

Private mailing or post cards, 1 cent each.

Air Mail (limit 70 pounds):

Six cents for each ounce or fraction thereof on mainland of United States. Consult postmaster for rate to Hawaii, Canal Zone, and Puerto Rico and other island possessions.

Second Class (no limit of weight):

Newspapers, magazines, and other periodicals containing notice of second-class entry, 1 cent for each 2 ounces or fraction thereof, or the fourth-class rate, whichever is lower.

Third Class (limit 8 ounces):

Circulars and other miscellaneous printed matter, also merchandise, 1½ cents for each 2 ounces.

Books (including catalogs) of 24 pages or more, seeds, cuttings, bulbs, roots, scions, and plants, 1 cent for each 2 ounces.

Identical pieces of third-class matter may be mailed under permit in bulk lots of not less than either 20 pounds or 200 pieces, at the rate of 12 cents a pound, or fraction thereof, in case of circulars, miscellaneous printed matter, and merchandise; and 8 cents a pound, or fraction thereof, in the case of books or catalogs having 24 pages or more, seeds, plants, etc., with a minimum charge of 1 cent a piece in either case. Apply to postmaster for permit.

Fourth Class (over 8 ounces):

Limit of size, 100 inches length and girth combined.

Limit of weight, 70 pounds.

Merchandise, books, printed matter, and all other mailable matter not in first or second class:

Postage Rates

Zones	First pound (cents)	Additional pounds
Local -----	7	1 cent each 2 pounds.
1 and 2 -----	8	1.1 cents each pound.
3 -----	9	2 cents each pound.
4 -----	10	3.5 cents each pound.
5 -----	11	5.3 cents each pound.
6 -----	12	7 cents each pound.
7 -----	14	9 cents each pound.
8 -----	15	11 cents each pound.

(A fraction of a cent in the total postage on any parcel is counted as full cent)

Exceptions

(a) In the first or second zone, where distance by shortest practicable mail route is 300 miles or more, the rate is 9 cents for first pound and 2 cents for each additional pound.

(b) On parcels collected on rural routes, the postage is 2 cents less per parcel than rates in table when for local delivery and 3 cents less per parcel when for other than local delivery.

(c) Parcels weighing less than 10 pounds but exceeding 84 inches in length and girth combined are subject to 10-pound rate.

Special Handling—Fourth-Class Matter Only:

Parcels of fourth-class matter indorsed "Special Handling" will be given the most expeditious handling, transportation, and delivery practicable (but not special delivery) upon payment, in addition to the regular postage, of the following charge:

Up to 2 pounds -----	10¢
Over 2 pounds up to 10 pounds -----	15¢
Over 10 pounds -----	20¢

Special-Delivery Fees:

	<i>First class</i>	<i>Second, third, or fourth class</i>
Up to 2 pounds -----	10¢	15¢
Over 2 pounds up to 10 pounds ---	20¢	25¢
Over 10 pounds -----	25¢	35¢

The prepayment of the foregoing fee on second, third, or fourth class mail entitles it to the most expeditious handling and transportation practicable, and also entitles it to special delivery at the office of address.

Registered, Insured, and C. O. D. Mail

(Fees are in addition to regular postage)

Registered Mail—Fees for indemnity limited to:

\$5 -----	15¢	\$200 -----	40¢	\$700 -----	85¢
25 -----	18¢	300 -----	50¢	800 -----	90¢
50 -----	20¢	400 -----	80¢	900 -----	95¢
75 -----	25¢	500 -----	70¢	1,000 -----	\$1
100 -----	30¢	800 -----	80¢		

Domestic registered mail is subject to surcharges in addition to regular registry fees as follows: When declared value exceeds maximum indemnity covered by registry fee paid by not more than \$50, 1 cent; over \$50, not over \$100, 2 cents; over \$100, not over \$200, 3 cents; over \$200, not over \$400, 4 cents; over \$400, not over \$800, 5 cents; over \$800, not over \$800, 6 cents; over \$800, but less than \$1,000, 7 cents. If excess of declared value over maximum indemnity covered by registry fee paid is \$1,000 or more, additional fees for each \$1,000 or part of \$1,000 are: For local delivery or delivery in 1st zone, 8 cents; 2d zone, 9 cents; 3d zone, 10 cents; 4th zone, 11 cents; 5th or 8th zone, 12 cents; 7th or 8th zone, 13 cents. In the case of nonnegotiable securities, surcharge is based on the known or estimated cost of duplication.

Registration fee for mail without intrinsic value for which no indemnity is paid, 15 cents.

Insured Mail (third and fourth classes). Fees for indemnity limited to:

\$5 -----	5¢	\$50 -----	15¢	\$150 -----	30¢
25 -----	10¢	100 -----	25¢	200 -----	35¢

C. O. D. Mail—Unregistered (third and fourth classes and sealed matter of any class bearing first-class postage). Fees for collections and indemnity limited to:

\$5 -----	12¢	\$50 -----	22¢	\$150 -----	40¢
25 -----	17¢	100 -----	32¢	200 -----	45¢

C. O. D. Mail—Registered (sealed matter of any class bearing first-class postage). Fees for collections and indemnity limited to:

\$10 -----	25¢	\$100 -----	40¢
50 -----	30¢	200 -----	50¢

C. O. D. charges not exceeding \$200, but indemnity up to:

\$300 -----	80¢	\$600 -----	90¢	\$800 -----	\$1.10
400 -----	70¢	700 -----	\$1	1,000 -----	1.20
500 -----	80¢				

(Surcharges are collectible on registered C. O. D. mail—see postmaster.)

A demurrage charge of 5 cents a day is collected on each C. O. D. article which the addressee fails to accept within 20 days after the first attempt to deliver or the first notice of arrival at the office of address is given.

Return receipts for registered or insured mail: Fee, if requested at time of mailing, 3 cents; after mailing 5 cents; at time of mailing to show address of delivery, 23 cents.

An additional charge of 10 cents is made when registered, insured, or C. O. D. mail is restricted in delivery to addressee only, or to the addressee or order.

Certificates of mailing for ordinary mail of any class and additional certificates for ordinary, registered, insured, and C. O. D. mail, 1 cent for each article described thereon.

Money-Order Fees:

For orders from—	Cents
\$0.01 to \$2.50 -----	8
2.51 to 5 -----	8
5.01 to 10 -----	11
10.01 to 20 -----	13
20.01 to 40 -----	15
40.01 to 80 -----	18
80.01 to 80 -----	20
80.01 to 100 -----	22

Proper Manner of Addressing Mail

Write the names and addresses clearly and distinctly. Care in this respect will prevent delay and misdelivery. Follow the arrangement shown below in order to promote rapid and accurate dispatch. Do not abbreviate State names when confusion is likely to result.

The name and address of the sender are required on all parcel-post matter; on all registered, insured, and C. O. D. mail; on all matter enclosed in window envelopes; and should appear on all other mail, in the upper left corner of the address side.

The words "Return Postage Guaranteed" should be omitted from first-class matter, and from other matter the return of which when undeliverable is not desired.

Insured and C. O. D. parcels are accepted with the understanding that the senders guarantee return and forwarding postage and should bear a pledge guaranteeing such postage; they should also bear a request specifying the maximum time they are to be held at the post office of address.

If it is desired also to guarantee forwarding postage for other than insured or C. O. D. mail, the statement "Return and Forwarding Postage Guaranteed," should be used.

Proofs or copies of address labels should be submitted to the postmaster to assure correct preparation.

Model Form of Address and Return Card

<p>John C. Smith Rural Route No. 1, Box 74 Wilkesville, N. Y.</p> <hr style="width: 20%; margin: 5px auto;"/> <p>Return Postage Guaranteed</p>	<div style="border: 1px solid black; width: 80px; height: 60px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> Stamp </div>
<p>Mr. Henry Brown, 24789 Alaska Ave., Chicago, Illinois.</p>	

Third Assistant Postmaster General.

The statement of official matter mailed free of postage shall be transmitted by regional and State offices to the Division of Administration, attention Administrative Service Section, Washington, D. C., in sufficient time to be received not later than 15 days following the quarter period covered by the statement. Each regional and State office shall duplicate a supply of the required statement in accordance with the sample form attached.

—Routing and
Time of
Submission.

PART III. PRINTING AND BINDING

The purchase of items included in the following definition are objectively classified as "Printing and Binding." Printing and Binding.

Items Classified as "Printing and Binding"

The definition of "printing" as used in this part, includes (1) all printed matter requiring special operations after receipt of order, and (2) all articles in book form which require printing, binding, or ruling operations for their manufacture, such as stenographic notebooks, memorandum books, press copy books, and scrapbooks. —General Definition.

This definition does not include matter reproduced by what is commonly known as the mimeograph or stencil process, nor does it include reproductions by other duplicating processes if confined strictly to matter required currently in the performance of functions authorized by law, such as rules, regulations, instructions, opinions, decisions, notices, circulars, statistical statements, and other informational matter, and if no binding, sewing, or trimming operation is involved in connection therewith. For regulations pertaining to restrictions on the use of duplicating processes, see page 1.6.046. —Duplicating Processes Excluded.

Materials not in book form which are regularly carried in stock by dealers and which require no printing or binding operation after receipt of order are classed as paper supplies and not printing. Such materials include: pads, ruled and unruled; pads, calendar; pads, columnar; cards, guide, monthly; sheets, backing (punched but not printed); fillers, loose-leaf binder; indices, loose-leaf binder; indices, tab, alphabetical; sheets, ledger; labels, gummed; labels, dispensing set; labels, poison; paper, graph; paper, cross-section; paper, profile; cloth, ruled tracing; cards, index library; dials, watchman's clock; and other similar paper articles. —Commercial Stock Material Excluded.

It is required that, insofar as possible, all forms used by a Government agency be standardized for general use, and when so standardized, such forms shall be obtained through the Government Printing Office and the cost thereof considered as printing and binding expense. —Standardization of Forms.

Tabulating cards constitute printing within the definition of that term as set forth in this section. —Tabulating Cards Included.

Envelopes purchased under contract awarded by the Postmaster General do not constitute an expenditure under the classification of printing and binding. Envelopes containing printed matter thereon not purchased under such contracts will constitute an expenditure under the classification of printing and binding. —Envelopes.

The cost of materials and supplies used in the duplication (by mimeograph, multilith, photograph, photostat, blueprint, or other similar process) by Government offices of authorized matter shall not be considered as expenditures for printing and binding, but classed as supplies. —Duplicating Supplies Excluded.

Source of Supply for Printed Matter

Source of Printed Matter Supply.	Items of supplies included within the definition of printing and binding, required for use in administrative offices or on operating projects, shall be obtained in accordance with the following provisions.
— Administrative Use.	Printing Required for Administrative Use. —Printed material for use by the administrative offices, except as otherwise provided herein, shall be obtained from the Division of Administration, Administrative Service Section, of the central office. In cases of emergency, authorization to procure such material locally may be granted by the central office upon request. Such requests shall be prepared as prescribed on pages 1.6.042-1.6.043, and shall contain a description of the emergency.
— —General.	
— —Standardized Forms.	No standardized forms which are stocked by the central office are to be printed or duplicated locally unless specific instructions to the contrary are issued by the central office.
— —Letterheads, etc.	Stenographic notebooks, letterheads, penalty labels, penalty post cards, and similar items of printing normally should be obtained from the central office.
— —Tabulating Cards.	Tabulating cards when printed on order to meet the needs of administrative offices shall be purchased locally under authorization granted by the central office, unless arrangements have been made for purchase through the central office.
— —Envelopes.	Envelopes shall be purchased by State Administrations under contracts awarded by the Postmaster General. Such purchases do not constitute expenditures for printing and binding. As envelope contractors are not required to make delivery for approximately 30 days after receipt of order, the need should be anticipated in order to eliminate any emergency necessitating the printing to be done locally. Such local purchases, not under envelope contracts, constitute expenditures for printing and binding and require authorization of the central office.
— —Limited Applicability Printing.	Printed material of limited applicability, such as locally designed forms and subsidiary records not stocked by the central office for use by administrative offices, shall be printed locally under authorization granted by the central office.
— Supply Fund or Project Use.	Printing Required for Supply Fund or Project Use. —All printed material applicable to supply fund or project expenses, as defined below under "Printing and Binding Applicable to Supply Fund or Project Expense" shall be procured locally under authorization granted by the central office, unless arrangements have been made for purchase through the central office.
— Charges for Expenditures.	Expenditures for printing and binding shall be charged to administrative expense, supply fund expense, or project expense in accordance with the following items.
— —Administrative Expense.	Printing and Binding Applicable to Administrative Expense. —The cost of all stationery and supplies used by administrative offices and coming within the definition of printing shall be classified as administrative printing and binding expense. The cost of printing all standard forms used generally throughout the administration and prescribed for use on a Nation-wide basis (i.e., time reports, pay rolls, procurement documents, etc.) shall be charged to administrative printing and binding expense.
— —Project Expense.	Printing and Binding Applicable to Project or Supply Fund Expense. —The only printing or binding which shall be charged to project expense is that required for the sole use of a specific project, such as special forms used in connection with technical operations.

Generally, the only printing or binding which may be charged to supply fund expense is that required for the sole use of the supply fund. However, bulk purchases of field printing through the supply fund for project use will be authorized, provided such purchases are limited to items commonly used by a number of projects (i.e., stenographic notebooks, letterheads, penalty post cards, penalty labels, composition books, and similar items) and the quantities are restricted to a normal 60-day supply.

-- Supply
Fund Expense.

Items of local printing and binding for administrative use shall be purchased only from administrative funds.

-- --Limita-
tion.

Authorization for Field Printing

Requirement
for
Government
Printing
Office
Printing.

A Federal statute requires that all printing, binding, and blank book work be done at the Government Printing Office, Washington, D. C., except such classes of work as shall be deemed urgent or necessary to have done elsewhere than in the District of Columbia for the exclusive use of any field service outside said District.

Requests for
Local Printing
Purchases.

Requests for the local purchase of items of printing to be charged to administrative, supply fund, or project expense shall be addressed to the Division of Administration, Administrative Service Section, of the central office. Local printing authorization will not be issued by the central office for the purchase against the supply fund of printed material to be used in administrative offices.

—Information
To Be
Furnished.

Such requests shall contain a description of the material desired, together with a statement of its use, the quantity desired, estimated cost, and the official project number to be charged. When practicable, a sample shall be submitted with the request.

—Notification
of Approval.

Notification of approval of such requests will be made through the issuance to the requesting office of field printing authorization. The Procurement Division of the Treasury Department will not honor requisitions for local printing unless accompanied by the field printing authorization. All vouchers for local printing shall be supported by *Field Printing Certificate, WPA Form 201*, which is prepared by the State Procurement Officer.

—Limitation
for Field
Printing.

A special limitation has been prescribed by the General Accounting Office to record expenditures for field printing for the Work Projects Administration for the fiscal year 1940. Expenditures for field printing shall be identified

WPA Form 201 Revised July 1, 1939		FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION	
FIELD PRINTING CERTIFICATE			
I HEREBY CERTIFY, as responsible officer in the field, that the printing and/or binding covered by this voucher was, in my opinion, urgent or necessary to have done elsewhere than in the District of Columbia for the exclusive use of a field office of this establishment, and that the same is of the class and within the special authorization of the Joint Committee on Printing, dated July 1, 1939, quoted below:			
CONGRESS OF THE UNITED STATES JOINT COMMITTEE ON PRINTING WASHINGTON			
		July 1, 1939	
Sir:			
The Chairman has directed me to inform you that the Joint Committee on Printing has considered the various requests for allocations for field printing for the fiscal year ending June 30, 1940, and that there was authorized for your branch of the service an allotment as follows:			
General		\$150,000	
Attention is invited to pars. 70 to 83 of the Regulations of the Joint Committee on Printing which require that quarterly statements, reports, and samples of the field printing be submitted to the Committee.			
The Comptroller General has been advised of this action on the part of the Committee.			
		Very truly yours, (Signed) Ansel Wold, Clerk	
Commissioner of Work Projects, Work Projects Administration, Walker-Johnson Bldg., Washington, D. C.			
Purchase order or voucher No. _____		Amount, \$ _____	
Vendor _____			
(Signed) _____ State Procurement Officer			

by a symbol which consists of the appropriation symbol to which the expense is to be charged, enclosed in brackets and suffixed by the decimal digit .402. For example, 265009.402 would indicate that the appropriation "Emergency Relief, Work Projects Administration, Administrative Expense, 1940" was being charged with expenses for field printing. The special limitation symbol .402 shall be shown on all encumbrances, vouchers, and other documents applicable to expenditures for field printing.

Control, Distribution, and Inventory of Printed Forms Supplied by Central Office

State Maintenance of Standardized Forms.

It is expected that each State Work Projects Administration will currently maintain a sufficient supply of standardized printed forms to provide for at least 60 days' normal operations. On the other hand, every effort shall be made to prevent the accumulation of quantities greatly in excess of a normal 2 months' requirement. This will mean that orders normally will be placed every 60 days.

—Limitation of Stock.

In controlling the distribution of printed forms to local WPA administrative offices within the State, care also shall be exercised to restrict the supply in those offices to a normal 60 days' operations.

—Forms for Federal Agency Use.

State Work Projects Administrations are authorized to furnish all Federal agencies operating projects financed by transfer of WPA funds, the applicable labor assignment forms as prescribed elsewhere² to be prepared by the Federal agencies. However, all other forms are to be obtained directly by the agencies concerned and shall not be supplied by State Administrations, except that, in order to avoid delay in beginning operations, small initial supplies of any required form may be furnished to such agencies upon request.

—Clearance of Requests for Forms.

All requests made on the central office for printed forms shall be cleared with the State Director of the appropriate division using such forms, in order that supplies may be more closely related to operating requirements. The initial supply of all new forms or major revisions of existing forms prescribed by WPA regulations to be furnished by the central office will be distributed to each State Administration, without request therefor, as soon as a printed supply is available.

—State Quarterly Inventory of Forms.

To provide the central office with information necessary for the advance ordering of standardized forms and to assure more effective distribution of printed forms to State Administrations, each State Work Projects Administration shall submit a quarterly inventory of such forms to the central office. The inventory report shall be prepared on a form similar to the following sample, which shall be duplicated locally by each State Administration.

Federal Works Agency WPA Form 202		FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION QUARTERLY INVENTORY OF WPA PRINTED FORMS	
State _____		Quarter ended _____	
Form number (1)	Form title (2)	Unit of measure (sheets or sets) (3)	Quantity on hand (4)

— —Prepara- tion of Report.

The inventory shall include forms on hand in both State and local administrative offices. Forms shall be listed on the inventory in numerical order by form number. In the case of pay roll and other forms where the face sheet and copies thereof and the continuation sheet and copies thereof bear different form numbers (i.e., WPA Forms 503, 503a, 503b, and 503c), list separately the quantity of sheets for each form number. Where forms contain

²See appendix A, item 6-1.

numbered pages (such as WPA Form 301), show the quantity on hand in terms of sets. In the case of padded forms (such as WPA Forms 402 and 403), show the quantity on hand in terms of pads. Where forms have been revised, list separately the quantities on hand for the original issue and each of the revisions. A distinction shall be made in the report by means of a separate listing between different types of the same form; i.e., cut and continuous WPA Forms 402. Any forms or types of forms not in current use shall be designated by the use of asterisks and appropriate footnotes.

Inventories shall be taken at the end of each quarter-year period (March 31, June 30, September 30, and December 31). The consolidated inventory for each State Administration shall be submitted in an original and one copy, in sufficient time to be received not later than 15 days following the close of the period covered by the report. The report shall be addressed to the Division of Administration, attention of Administrative Service Section, Washington, D. C.

— —Time
and Routing
of Report.

Regulations Governing Use of Duplicating Equipment

Authorized Local Duplicating Work.

The duplication locally by WPA offices of matter required currently in the performance of functions authorized by law (such as rules, regulations, instructions, opinions, decisions, notices, circulars, statistical statements, and other informational matter) is permissible, provided no binding, sewing, or trimming operation is involved in connection therewith. Expenditures involved in such duplication work, including the cost of equipment together with necessary materials and supplies, are not applicable to "printing and binding" but to "equipment," and "supplies and materials," respectively.

—Equipment.

Duplicating work may be accomplished through the use of various processes, including mimeograph, multigraph, multilith, photograph, photostat, and blueprint. All duplicating equipment used for administrative and Supply Section purposes normally shall be located at the State administrative office, and the cost of reproduction by such equipment shall be charged to administrative expense. Where it is necessary in the operation of specific professional and service projects, such as education, recreation, music, research, etc., that duplicating equipment be located on the project, no duplicating work shall be done which is not in conformance with the objective of the project as stated in the approved project descriptions. All such project duplicating work shall be approved by the State Director of the Division of Professional and Service Projects or a designated representative prior to reproduction. Periodic reports on the volume and types of reproduction material, including that produced for administrative, supply fund, and project use, may be required by the regional office.

— — Limitations and Restrictions.

Multigraph and multilith machines are usually regarded as duplicating rather than printing mechanisms, but they are capable of a wide variety of uses either directly for printing or in direct substitution for printing. Their use to provide material which comes within the definition of printed matter is in violation of law. This does not mean that such machines may not legally be purchased and used to provide a character of service not within the definition of printing and binding. Multigraph and multilith equipment therefore may be used for duplicating the type of matter described herein, subject to the following restrictions:

— — — Multigraph.

1. *Restrictions on Use of Multigraph Equipment.*—These machines are capable of duplicating material through the use of various type faces, including those generally considered as printing type faces, such as "Cheltenham Medium" and "Copperplate Gothic." The only type face which may legally be purchased is that known as "Elite," which is comparable to standard typewriter characters.

With respect to the use of printers' type in duplicating work, it has been ruled by the Comptroller General of the United States that if the use of regular printing type is necessary for this purpose, the work itself tends to lose its character of permissible duplicating and may be regarded as printing.

— — — Multilith.

2. *Restrictions on Use of Multilith Equipment.*—The duplication of material by the multilith machine is generally accomplished by the photolithographic process; i.e., the transfer of the material to be duplicated to the multilith stencil by means of photography. It is possible, therefore, to duplicate material by this process which may be regarded as printing.

To limit the use of multilith equipment to permissible duplicating work, there shall be no reproduction of material from typeset or engraved copy.

Furthermore, multilith equipment shall not be used to duplicate photographs. This latter restriction does not prohibit the duplication of technical drawings, such as construction details or statistical charts, provided the original copy is not printed matter. All requests for the processing of multilith stencils by commercial laboratories shall be submitted to the Division of Administration, attention of the Director of the Administrative Service Section of the central office. In cases where necessary, the central office will issue necessary printing authority for such purchases. In the event that local printing authority is not necessary, the State Administrator will be appropriately advised.

The purchase of printing equipment, as distinguished from machines usually regarded as duplicating equipment, will not be permitted.

—Purchase of
Printing Equip-
ment Forbidden.

As previously stated, no binding, sewing, or trimming operation may be performed in connection with duplicated material. The prohibition on binding does not preclude the stapling together of loose pages. Duplicated material may be protected with cut cover stock, but the use of a "wrap-around" cover is prohibited.

—Limitations
on Binding.

Revised Aug. 30, 1940

PART IV. OTHER NONPERSONAL ITEMS OF EXPENSE

All nonpersonal items of administrative expense other than (1) travel, (2) communications, and (3) printing and binding, are grouped for the purpose of budgetary control. However, a breakdown of such classification is provided for accounting and reporting purposes. The following definitions and instructions for control are provided for this latter purpose.

Other
Nonpersonal
Items of
Expense.

Supplies and Materials

The objective classification "Supplies and Materials" shall include expenses for a large variety of finished articles or things which, when applied to the use to which they are adapted, are consumed. It also includes expenses for material which may be used for any of several purposes, the determination of which purpose it will be applied to not having been made at the time of purchase.

Supplies and
Materials.
—Definition.

The following are examples of the types of purchases to be included under this objective classification: stationery and other office supplies other than those classified as printing and binding material as defined on page 1.6.039; drafting and artists' supplies; photographic supplies; supplies used in connection with the duplicating processes described on page 1.6.046; drugs, medicines, chemicals, hospital and laboratory supplies; educational and kindred supplies; fuel and lubricants; mechanics', engineers', and electricians' supplies; furnace and foundry supplies; cleaning and toilet supplies; wearing apparel and sewing supplies; explosives; food products and materials used in the preparation of food; metal and mineral products; lumber and wood products; fiber products; paints and painters' materials; subscriptions to newspapers, newspaper clipping services, and periodicals; supplies consumed in maintenance or repairs, such as automobile tires and tubes, batteries, etc.; and special and miscellaneous materials and supplies.

—Examples To
Be Included.

Transportation of Things

Transportation
of Things.

—Definition.

Under the classification "Transportation of Things" are grouped the expenses incurred in connection with the carrying of things (other than packages by commercial messenger service, included under "Communications" as defined on page 1.6.023) from place to place, whether by land, air, or water, or for the furnishing of care to such things while in process of being transferred.

—Examples.

These expenses include freight and incidental charges, crating and packing, express and incidental charges, parcel post delivery and special delivery stamps, and local drayage and truckage.

—Method of
Effecting.

The transportation of property at Government expense by means of common carrier freight and express shipment shall be effected through the issuance by the Procurement Division of the Treasury Department of Government bills of lading. Instructions relating to the issuance of Government bills of lading are contained in regulations elsewhere.³

³See appendix A, item 6-2.

Heat, Light, Power, Water, and Electricity

The objective classification "Heat, Light, Power, Water, and Electricity" Utilities.
includes the expenses for the services indicated when billed separately from —Definition.
"rent." These are contractual services for keeping buildings heated or pro-
vided with light, power, water, and electricity.

This classification should not include such supplies as coal, wood, gasoline, —Examples.
etc., which upon utilization may produce heat, light, or power.

Rent of Buildings

Rent of
Buildings.
—Definition
and Examples.

Under the objective classification "Rent of Buildings" are grouped the expenses for the rental of space for Government occupancy, including space for the storage of goods not incidental to transportation, and storage of Government-owned trucks and automobiles. This item may include repairs, alterations, heat, light, power, and maintenance charges if not billed separately from "rent." If the foregoing service charges are billed separately from "rent," they shall be charged to the appropriate objective classification.

—Legal
Restriction.

The housing of WPA activities shall be arranged without cost to the Government whenever possible. No official of the State Work Projects Administration is empowered, nor shall an attempt be made by any such official, to obligate the United States Government for space rental.

—Responsi-
bility of
Procurement
Office.

Upon receipt of an approved and encumbered requisition, the regional or State Procurement Officer assumes full responsibility for selecting and leasing the space requisitioned as prescribed by law and in the best interests of the Government. The requisition need be encumbered for only 1 month even though the period of the lease may be for a longer time, subject to 30-day cancellation.

—Requirements
To Be Observed.

For the information of WPA officials, the following requirements governing the lease of space will be observed by the regional or State Procurement Officer:

— —Determi-
nation of
Available
Federal Space.

1. The local Federal Business Association, or the local custodians of Federal buildings if there is no Federal Business Association, will be requested to determine whether or not Federal space is available to fill the requisition, and a determination also will be made as to whether or not there is any available free space which might be secured from other than the Federal Government.

— —Annual
Rent Within 15
Percent of
Value.

2. The rent of any building or part of a building to be occupied for governmental purposes may not exceed the per annum rate of 15 percent of the fair market value at date of the lease. This provision is applicable only where the rental to be paid is in excess of \$2,000 per annum.

— —Permanent
Repairs by
Lessor.

3. If alterations, improvements, or repairs of a *permanent* character are necessary to space under consideration for rental, they must be made by the lessor.

— —30-Day
Cancellation
Clause.

4. Leases for space to be occupied by governmental activities shall contain a 30-day cancellation clause.

—Reference.

Further details concerning the rental and repair of space are contained elsewhere.⁴

⁴See appendix A, item 6-3.

Rent of Equipment

Under the objective classification "Rent of Equipment" are included all expenses for rental of equipment, including maintenance thereof, if included in the rental contract.

Rent of
Equipment.
—Definition.

All equipment rented by the Work Projects Administration shall be obtained on a competitive bid basis through the Procurement Division of the U. S. Treasury Department.

—Obtained by
Procurement
Division Bid.

Furniture and office equipment, as defined on page 2.10.003, shall be rented with Federal funds only when required for temporary use. When such equipment is needed for indefinite periods and is not available from other sources, it shall be purchased outright in accordance with the regulations prescribed on pages 1.6.053-1.6.0541 and in chapter 9, volume 2, of this Manual. All requisitions for the rental of any item of furniture or office equipment within the categories designated on page 1.6.053 shall be subject to the prior approval of the Assistant Commissioner in charge of the Division of Administration.

—Furniture
and Office
Equipment.

Requisitions for the rental of automotive equipment with administrative funds, including the rental of automotive equipment to administrative units by the Supply Fund Inventory Account, also shall be subject to the prior approval of the Assistant Commissioner in charge of the Division of Administration.

—Automotive
Equipment.

Requests for the Assistant Commissioner's approval of such requisitions shall be submitted to the regional office for approval and forwarding to the Division of Administration of the central office for the attention of the Director of the Administrative Service Section. Instructions regarding the procedure to be followed in submitting such requisitions for approval are set forth on pages 2.9.018-2.9.019.

— —Submission
of Requests.

Equipment rental contracts shall not be executed for periods in excess of 90 calendar days or beyond the end of the fiscal year, whichever is less. Renewal or extension clauses in equipment rental contracts shall not provide for extension of any such contract beyond an aggregate calendar period of 120 days.

—Time Limit
on Equipment
Rental.

Clauses providing for optional purchase shall not be included in equipment rental contracts.

—Optional
Purchase
Clauses
Forbidden.

Standard bases and provisions for the rental of equipment by the Work Projects Administration are prescribed in chapter 9, volume 2, of this Manual.

—Standard
Bases
References.

Repairs and Alterations

Repairs and Alterations.

—Definition.

Under the objective classification "Repairs and Alterations" are included all expenses made by the Government in the nature of repairs and alterations to buildings, equipment, and like items, whether done by contractor or by Government forces.

—Material To Be Covered on Requisition.

Requisitions for the repair of property, including repairs to, or materials for, buildings occupied by the State Work Projects Administration, shall bear a statement thereon to the effect that the same are required either for Government-owned property or for property being used exclusively by the State Work Projects Administration. A citation to the lease or rental agreement involved shall be shown if the property is not Government-owned. Repairs for property under a lease or rental agreement shall not be requisitioned unless the lease or rental agreement specifies that the Government shall be responsible for repairs. Such a citation is not required, however, on requisitions for repairs to property loaned or made available to the Work Projects Administration by political subdivisions when such repairs or small parts are necessary in order that the property may be returned in as good condition as received, ordinary wear and tear excepted. In no case, however, shall the State Work Projects Administration undertake major repairs or replacements in connection with property loaned by political subdivisions.

—Limitation of 25 Percent of First Year Rental.

Alterations, improvements, or repairs of a temporary nature, necessary to space under rental contract, may be made provided the cost thereof does not exceed 25 percent of the amount of the first year's rental, or for the rental term if less than 1 year. Where free space is occupied or the rental rate is nominal, temporary repairs not to exceed 25 percent of 15 percent of the market value of the property may be made. Provision should be made in the lease granting the Work Projects Administration the right to attach electrical, plumbing, or heating fixtures, and erect partitions, etc., as required, providing that such installations may be removed and remain the property of the Work Projects Administration.

—Limitation as to Repairs on Government-Owned Vehicle.

Requisitions for spare parts or for the repair of specific motor-propelled, passenger-carrying, Government-owned vehicles (exclusive of busses and ambulances) shall include a certificate that the amount of the requisition, together with all previous expenses for the maintenance and repair of the vehicle since the beginning of the current fiscal year to the close of the period covered by the requisition, is not more than one-third of the market price of a new vehicle of the same make and class, and in no case in excess of \$400.

—Reference.

Detailed instructions governing repairs and alterations to specific types of property are contained elsewhere.⁸

⁸See appendix A, item 6-7.

Equipment Purchases

The objective classification "Equipment Purchases" shall include those expenditures made in purchasing or in the production of things or parts of things which are adapted to continuing use and which maintain their identity during their useful life.

Equipment
Purchases.
—Definition.

This classification includes expenditures for the following types of items: passenger vehicles; trucks, wagons, etc.; furniture and fixtures, including chairs, tables, desks, rugs, draperies, window shades, kitchen utensils, crockery, cutlery, bedding, etc.; office machines and devices, including duplicating equipment; desk equipment, waste paper baskets, desk covers, and bound desk pads; educational equipment, such as books for library stock; scientific equipment; recreational equipment; heat, light, power, water, refrigeration, and electrical equipment; production and construction equipment; cleaning, sanitation, renovating, and polishing equipment; telephonic and telegraphic equipment; and special miscellaneous equipment.

—Examples.

For purposes of controlling the inventory of property, the Work Projects Administration has established subsidiary classifications of equipment (see pages 2.10.001-2.10.003).

—Subsidiary
Classification
of Equipment.

Requisitions chargeable to administrative, supply fund, or project expense for the purchase (or rental, see page 1.6.051) of (1) any item of furniture or office equipment designated in the following list or (2) any other item of furniture or office equipment costing \$200 or more per unit, shall be subject to the prior approval of the Assistant Commissioner in charge of the Division of Administration:

—Furniture
and Office
Equipment.

Adding machines	Duplicating devices
Addressing machines	Electrofile equipment
Autographic registers	File cabinets
Billing machines	Intercommunicating systems
Bookkeeping machines	Postage meters
Calculators	Posting machines
Chairs	Tables
Comptometers	Tabulating equipment
Desks	Typewriters
Dictating equipment	Visible file equipment

Requests for the Assistant Commissioner's approval of such requisitions shall be submitted to the regional office for approval and forwarding to the Division of Administration of the central office for the attention of the Director of the Administrative Service Section. Instructions regarding the procedure to be followed in submitting such requisitions for approval are set forth on pages 2.9.018-2.9.019.

— —Approval.

The central office, in giving consideration to the approval of requisitions for items of furniture and office equipment, will be guided by the overall inventory of such items available for use within the State Administration. Before initiating requisitions for the purchase of additional items of equipment, an overall analysis shall be made to determine that an efficient distribution of the present equipment has been made. All requisitions shall be accompanied by a justification showing the need for additional items for the State Administration as a whole. To the greatest extent possible, all furniture and equipment in use by a State Administration shall be considered in meeting the requirements of any particular unit, and such requirements shall be met, where possible, by transfers between the administrative unit and the supply fund rather than through additional purchases.

— —Policies
Governing
Central Office
Approval.

— — —Furniture and Office Equipment for Project Use.

In general, the purchase of office equipment, such as typewriters, adding machines, comptometers, and calculating machines can be justified only for administrative offices or headquarter offices of large projects, projects consisting of many work projects or units, and technical or specialized types of professional and service projects. When office equipment of this kind is required, a type should be selected which will satisfactorily perform those operations which are continually required rather than a type capable of performing more complex operations infrequently required. The use of typewriters is not mandatory for the preparation of any management documents, including time reports, which are produced on projects. Typewriters can be justified only in those cases where it can be shown that a saving in the cost of personal services would result. Furniture can not ordinarily be justified for use in project field offices. Great care shall be exercised to limit furniture used in such offices to essentials. Every effort shall be made to obtain necessary furniture and office equipment for use on projects from the sponsors thereof.

— — —Restrictions on Certain Items.

In the absence of unusual circumstances and specific justification, the following items of furniture and office equipment normally will not be approved for purchase by the central office.

1. *Duplicating Equipment.*—Requests for the purchase of mimeograph, multigraph, and multilith equipment for use as provided on pages 1.6.046-1.6.046l will not be approved without special justification.
2. *File Cabinets.*—In view of the requirement covering disposition of inactive file material, no further purchases of letter- and cap-size file cabinets will be approved. Favorable consideration will be given to the approval of requisitions for the purchase of inexpensive transfer cases for the storage of inactive records. Requisitions for the purchase of special types and sizes of file cabinets will be considered for approval on the basis of the justification submitted.
3. *Special Posture Chairs.*—Requisitions for this item, other than those for the light-weight type generally used, will not be approved for purchase.

— — —Replacement of Standard Items.

The central office will give consideration to the replacement of standard items of furniture and office equipment when such replacements can be justified on the basis of the age and condition of such items now in use. Federal regulations provide, however, that typewriters cannot be replaced when their age is less than 3 years.

— — —Funds To Be Used for Purchase.

Requisitions for furniture and office equipment shall be charged to administrative expense, supply fund expense, or project expense in accordance with the following items.

— — —Administrative.

Furniture and Office Equipment Applicable to Administrative Expense.—Such items required for use by administrative units shall be charged directly to administrative funds or transferred from the Supply Fund Inventory Account with an appropriate exchange of funds. In no case shall furniture or office equipment be furnished to administrative units by the Supply Fund Inventory Account on a rental basis. When furniture and office equipment are transferred to the Supply Fund Inventory Account from an administrative unit, the transfer shall be effected in the same manner as transfers of nonexpendable property are effected between operating projects and the Supply Fund Inventory Account.

— — —Supply Fund.

Furniture and Office Equipment Applicable to Supply Fund Expense.—Such items required in the actual operation of supply fund activities shall be purchased with funds of the Supply Fund Inventory Account. A limited stock of furniture and office equipment of general utility only may be purchased

and maintained as supply fund inventory stock to meet emergency and urgent needs of operating units, provided the supply fund inventory stock normally accumulating through the transfer of such property as it becomes surplus to operating needs is not adequate.

Furniture and Office Equipment Applicable to Project Expense.—Such items requested by an operating project shall be purchased with project funds, either from the Supply Fund Inventory Account or through the Procurement Division, if the duration of the project will be such that the usefulness of the property to the State program will be substantially consumed on the requesting project. Otherwise, the property, if available in warehouse stock, shall be furnished to the project on a rental basis. If it subsequently develops that the property so rented will be needed on the project for a longer period than originally contemplated, arrangements shall then be made to transfer title to the project, with an appropriate exchange of funds.

— — —Proj-
ect.

Automotive equipment (see definition on page 2.10.002) required by administrative units shall be purchased with administrative funds, either from the Supply Fund Inventory Account or through the Procurement Division. However, where an administrative unit has only temporary need for automotive equipment which is available from the supply fund inventory, such equipment may be rented to the administrative unit for such temporary purpose.

—Automotive
Equipment
Administrative.

The purchase (or rental, see page 1.6.051) with administrative funds of automotive equipment, including the purchase or rental of such equipment from the Supply Fund Inventory Account, shall be subject to the prior approval of the Assistant Commissioner in charge of the Division of Administration.

— —Central
Office Ap-
proval.

Requests for the Assistant Commissioner's approval of such requisitions shall be submitted to the regional office for approval and forwarding to the Division of Administration of the central office for the attention of the Director of the Administrative Service Section. Instructions regarding the procedure to be followed in submitting such requisitions for approval are set forth on pages 2.9.018-2.9.019. Requisitions for the purchase of automotive equipment shall be accompanied by *Justification of Purchase of Automotive Equipment (Other-Than-Construction Equipment)*, WPA Form 390b (see pages 2.9.046-2.9.047).

— — —Pro-
cedure.

Semiannual inventory reports of all WPA-owned equipment shall be submitted to the central office in accordance with the instructions set forth on pages 4.3.019-4.3.022.

—Inventory
Reports.

Instructions relating to the disposition and reporting of serviceable property surplus to needs are set forth on pages 2.10.080-2.10.082.

—Surplus
Property
Reports.

Special and Miscellaneous

The objective classification "Special and Miscellaneous" includes expenses which, because of their specialized character or uniqueness, cannot properly be allocated to any of the specific classifications as defined in this chapter. All items of expenditure should be carefully checked against the more definitive classifications before determination is made to include them under this miscellaneous grouping.

Special and
Miscellaneous.
—Definition.

Items of expenditure which may be appropriately classified under this heading include royalties; special services (statistical, engineering, etc.); testing services; garbage or snow removal service, etc.; and laundry service, including towel service.

—Examples.

Chapter 7

STATISTICAL REPORTING

PART I. GENERAL

This chapter describes the functions and responsibilities of the State Statisticians in connection with statistical reporting and provides instructions for the preparation and submission of all recurring statistical reports which are required by the central office of the Work Projects Administration.

Scope of Chapter.

Detailed instructions concerning the content and preparation of all recurring reports are contained in parts II, III, IV, V, and VI of this chapter.

--Recurring Reports.

Appendix H groups together such basic instructions and charts as may apply to more than one report or material which it is desirable to have available in reference form.

--Contents of Appendix H.

In addition to the recurring reports required by parts II through VI of this chapter, it may be necessary from time to time for the central office to obtain special statistical reports from the States. Requests for such reports will be made in the form of statistical letters addressed to the State Administrators for the attention of the State Statistician.

Nonrecurring Reports.

Functions of the Statistics Section

The preparation of statistical reports prescribed in this chapter, or otherwise requested by the central or regional offices, shall be the responsibility of the Statistics Section, which shall be a section of the State Administrator's staff and shall be directed by a State Statistician. Where the source of data or method of preparing a report is not prescribed, the State Statistician shall be responsible for advising the State Administrator as to operating records which shall be used as a source and as to the methods which are best suited to yield the type and quality of data required. By providing similar advice with respect to locally prescribed statistical reports, the State Statistician shall be responsible for controlling and coordinating all statistical reporting activities in the State.

Responsibility for Statistical Reports.

The Statistics Section shall also be responsible for preparing statistical analyses for administrative use, drawing attention to significant facts or trends revealed by reports or underlying records; for performing similar interpretive work with statistical and research reports issued by other Governmental or private agencies when such reports contain material of significance to the work program; for representing the Work Projects Administration in dealing with State and local agencies in matters involving the collection of current statistics and for collecting data from local sources which will be useful to the State, regional, and central offices in studying employment and unemployment trends and relief needs; and for advising on the use of statistical material in public releases.

Responsibility for Analysis and Interpretation.

1.7.002 • ORGANIZATION AND ADMINISTRATION

State Statisticians.

—Qualifications and Appointment.

The State Statisticians shall be qualified by training and experience to assume the responsibilities previously outlined. A qualification as to a formal education in the handling of the technical aspects of statistical reporting and analysis is a prerequisite for appointment. Before appointment of the State Statistician, the approval of the Regional Director and the Assistant Commissioner in charge of the Division of Statistics shall be obtained.

Chapter 7

STATISTICAL REPORTING

PART I. GENERAL

This chapter provides instructions for the preparation of recurring statistical reports which are required of the States by the central office of the Work Projects Administration. Appendix H groups together such basic instructions and charts as may apply to more than one report and material which it is desirable to have available in reference form.

Scope of
Chapter.

In addition to the recurring reports required by this chapter, it will be necessary from time to time for the central office to obtain special statistical reports, recurring and nonrecurring, from the States. Requests for such reports usually will be made in the form of Statistical Letters addressed to the State Administrators for the attention of the State Statistician.

Special
Reports.

The preparation of statistical reports prescribed in this chapter, or otherwise requested by the central or regional offices, shall be the responsibility of the Statistics Section. Where the source of data or method of preparing a report is not prescribed, the State Statistician shall be responsible for advising the State Administrator as to operating records which shall be used as a source and as to the methods which are best suited to yield the type and quality of data required. By providing similar advice with respect to locally prescribed statistical reports, the State Statistician shall be responsible for controlling and coordinating all statistical reporting activities in the State.

Responsi-
bility for
Statistical
Reports.

Throughout this chapter, the terms "WPA projects," "projects operated by the Work Projects Administration," and "projects operated by other Federal agencies" are used to indicate the required groupings of project data for reports. "WPA projects" include all projects financed with WPA funds, both those which are operated by the Work Projects Administration and those which are operated by other Federal agencies. "Projects operated by the Work Projects Administration" include all projects which are under the direct supervision of the Work Projects Administration (Major Program Classifications 100 through 500) and the State Supply Section or the Supply fund. "Projects operated by other Federal agencies" include all projects operated by other Federal agencies and financed by allocation of WPA funds.

Terminology
for Grouping
Projects.

1.7.001

Due Dates and Routing of Recurring Reports

Statistical
Reports.

All reports required by this chapter except the weekly Report of Employment on WPA Projects, shall be prepared in an original and three copies and shall be routed as follows:

—Copies and
Routing.

Original and first copy

Division of Statistics
Federal Work Projects Administration
Washington, D. C.

Second copy

Regional Director
For attention of Regional Statistician

Third copy

Files of State Work Projects Administration

—Weekly
Employment
Report Mailing
Instructions.

It is extremely important that the weekly Report of Employment on WPA Projects be forwarded in time for it to be received in Washington not later than 9 a. m. on the Friday following the Tuesday for which employment is being reported. *A telegram shall be used if it appears that this requirement cannot be met by regular or air mail.* No other reports shall be included in the envelope containing the weekly employment report. Envelopes shall be addressed for the attention of the Division of Statistics and shall be clearly marked "Expedite to Room 656" in the lower left corner. State offices from which the employment report has not been received in Washington by 9 a. m. Friday will be so advised by telegram. Upon receipt of such advice, the State office shall wire the report immediately. If the report is sent by telegram, a confirmation copy shall be mailed in time to reach Washington not later than the Saturday morning following the Tuesday for which employment is being reported.

—Time of
Transmission.

Reports shall be transmitted to reach the Division of Statistics in Washington in accordance with the following schedule of due dates.

Revised Nov. 8, 1941

SCHEDULE OF DUE DATES AND FREQUENCIES OF RECURRING STATISTICAL REPORTS

WPA form number	Report title	Frequency of report	Date due in Washington office	Instruction reference (page)
	Employment on WPA Projects-----	Weekly----	9 a. m. on Friday after date of report.	1.7.005-1.7.006.
150---	Fiscal Year Expenditures for Projects Operated by WPA, by Program Classification and Source of Funds.	Monthly----	12 calendar days after close of month.	1.7.007.
152---	Hours Worked and Earnings on Projects Operated by WPA, by Type of Project and Wage Status.	Monthly----	15 calendar days after close of month. If necessary, the report may be delayed until 20 days providing that an estimate of total earnings (line 1, column 6) is mailed to meet the 15-day due date.	1.7.009-1.7.010.
152b--	Hours Worked and Earnings on Projects Operated by Other Federal Agencies, by Type of Project.	Monthly----	20 calendar days after close of month.	1.7.011.
152c--	Hours Worked and Earnings on WPA Projects for Defense, by Type of Project.	Monthly----	20 calendar days after close of month.	1.7.012-1.7.013.
154---	Employment on WPA Projects, by County and Wage Schedule.	Quarterly--	20 calendar days after date of report.	1.7.014-1.7.015.
157---	Expenditures for Projects Operated by WPA, by County and Source of Funds.	Semi-annually.	25 calendar days after date of report.	1.7.016.
158---	Fiscal Year Expenditures for Projects Operated by WPA, by Type of Project and Source of Funds.	Quarterly--	20 calendar days after close of quarter.	1.7.017-1.7.018.
158a--	Fiscal Year Expenditures for Defense Projects Operated by WPA, by Type of Project and Source of Funds.	Monthly----	15 calendar days after close of month.	1.7.019-1.7.020.
158b--	Unexpended Balances for Defense Projects Operated by WPA Since June 30, 1940, by Type and Certification Status of Project and by Source of Funds.	Quarterly--	18 calendar days after close of quarter.	1.7.021-1.7.022.
160---	Assignments and Terminations on WPA Projects	Monthly----	15 calendar days after close of month.	1.7.023-1.7.025.
161---	Employment on Projects Operated by WPA, by Type of Project, Certification Status, and Wage Class.	Monthly----	13 calendar days after date of report.	1.7.026-1.7.027.
161a--	Employment on Projects Operated by Other Federal Agencies, by Type of Project and Wage Class.	Monthly----	17 calendar days after date of report.	1.7.028.
161b--	Employment on WPA Projects for Defense, by Type and Certification Status of Project.	Weekly----	7 calendar days after date of report.	1.7.029-1.7.030.
162---	Status of Airport and Airway Projects Operated by WPA.	Quarterly--	20 calendar days after close of quarter.	1.7.031-1.7.033.
162a--	Status of Certified Defense Projects Operated by WPA.	Monthly----	15 calendar days after date of report.	1.7.034-1.7.036.
163---	Nonlabor Expenditures for Projects Operated by WPA, by Objective Classification and Source of Funds.	Monthly----	30 calendar days after close of month.	1.7.037-1.7.038.
163a--	Expenditures of Funds Appropriated for the Fiscal Year for Programs Operated by WPA, by Objective Classification and Appropriation Symbol.	Monthly----	30 calendar days after close of month.	1.7.039-1.7.040.

SCHEDULE OF DUE DATES AND FREQUENCIES OF RECURRING STATISTICAL REPORTS—Continued

WPA form number	Report title	Frequency of report	Date due in Washington office	Instruction reference (page)
165a --	Employment on Projects Operated by Other Federal Agencies, by Certification Status.	Weekly----	Monday after date of report.	1.7.041.
165b --	Employment on WPA Projects in Selected Areas, by Program.	Monthly---	9 calendar days after date of report.	1.7.042.
165c --	Employment on Federal Projects Operated by WPA.	Monthly---	11 calendar days after date of report.	1.7.043.
166a --	Number of Persons Eligible for WPA Employment -	Monthly---	10 calendar days after date of report.	
166b --	Certifications, Cancellations, and Review of Need.	Monthly---	12 calendar days after close of month.	
169 ---	Employment in State Supply Section-----	Monthly---	10 calendar days after date of report.	1.7.044.
171 ---	Number and Scheduled Earnings of Project Wage Employees Exempted From Standard Limitations of Hours of Work on Projects Operated by WPA.	Monthly---	15 calendar days after date of report.	1.7.045- 1.7.046.
172 ---	Number and Scheduled Monthly Earnings of Project Wage Employees on Projects Operated by WPA, by Wage Schedule and Wage Class.	Monthly---	15 calendar days after date of report.	1.7.047- 1.7.048.
174 ---	Number of Trainees Employed by WPA on Defense Projects for Vocational School, In-Plant Preemployment, and Airport Servicemen Training, by Location, Course, and Sex.	Monthly---	9 calendar days after date of report.	1.7.049- 1.7.050.
175 ---	Number of Trainees Currently and Previously Employed by WPA on Defense Projects for Vocational School, In-Plant Preemployment, and Airport Servicemen Training, by Employment and Training Status, Race, and Sex.	Monthly---	13 calendar days after date of report.	1.7.051- 1.7.052.
176 ---	Number of Trainees Currently and Previously Employed on Institutional Subsidiary Workers' Training Projects.	Monthly---	15 calendar days after date of report.	1.7.054- 1.7.055.
177 ---	Number and Scheduled Monthly Earnings of Project Supervisory Employees on Projects Operated by WPA.	Quarterly-	20 calendar days after ending date of period covered by report.	1.7.056.
178 ---	Employment and Earnings of Administrative Personnel.	Monthly---	6 calendar days after close of month.	1.7.057- 1.7.059.
179 ---	Number of Days and Value of Accrued Annual Leave for Administrative Employees.	Quarterly-	16 calendar days after date of report.	1.7.061.

Revised Nov. 8, 1941

Employment on WPA Projects

Employment on WPA projects shall be reported each week. The report shall be compiled from project employment reports on WPA Forms 732 and 732a. The report shall be transmitted in the following form:

Employment on
WPA Projects.

EMPLOYMENT _____ (Date) _____ (State) _____ ,
 A _____ (Number) ; B _____ (Number) ; C _____ (Number) ; D _____ (Number) ;
 E _____ (Number) ; F _____ (Number) ; G _____ (Number) ; H _____ (Number) ;
 J _____ (Number) ; K _____ (Number) ; M _____ (Number) ; N _____ (Number) ;
 P _____ (Number) ; Q _____ (Number) ; R _____ (Number) ; S _____ (Number) ;
 T _____ (Number) ; U _____ (Number) ; V _____ (Number) ; W _____ (Number) .

—Form of
Report .

The items to be entered in each letter code space are defined as follows:

— —Defini-
tions of Codes.

Code A.—Number of persons employed on WPA projects. This number shall equal the sum of the entries for Codes B, C, D, E, F, and O.

Code B.—Number of persons employed on projects operated under the direction of the Division of Operations.

Code C.—Number of persons employed on projects operated under the direction of the Division of Community Service Programs and on Federal Nation-wide projects in Major Program Classification 500.

Code D.—Number of persons employed on projects operated under the direction of the Division of Training and Reemployment. This number shall equal the sum of entries for Codes S, T, U, and V, plus the number of persons employed on projects for Household Workers' Training.

Code E.—Number of persons employed on Public Work Reserve, Official Project No. 165-2-00-5. (These persons shall be excluded from the entries for all other codes except Code A.)

Code F.—Number of persons employed in the State Supply Section. (These persons shall be excluded from the entries for all other codes except Code A.)

Code G.—Number of persons employed on projects operated by other Federal agencies.

Code H.—Number of persons employed on certified and noncertified defense projects. This number shall equal the sum of entries for Codes J, K, M, N, P, Q, and R.

Code J.—Number of persons employed on certified defense projects operated under the direction of the Division of Operations.

Code K.—Number of persons employed on certified defense projects operated under the direction of the Division of Community Service Programs and on certified defense Federal Nation-wide projects in Major Program Classification 500.

Code M.—Number of persons employed on certified defense projects operated under the direction of the Division of Training and Reemployment.

Code N.—Number of persons employed on certified defense projects operated by other Federal agencies.

Code P.—Number of persons employed on noncertified defense projects operated under the direction of the Division of Operations.

Code Q.—Number of persons employed on noncertified defense projects operated under the direction of the Division of Community Service Programs and on noncertified defense Federal Nation-wide projects in Major Program Classification 500.

Code R.—Number of persons employed on noncertified defense projects operated by other Federal Agencies.

Code S.—Number of trainees employed on the National Defense Vocational Training Project who are receiving "WPA in-plant preemployment training" in industrial plants.

Code T.—Number of trainees employed on the National Defense Vocational Training Project other than those included in the entry for Code S.

Code U.—Number of trainees employed on the Airport Servicemen Training Project.

Code V.—Number of nontrainees employed on the National Defense Vocational Training Project and the Airport Servicemen Training Project.

Code W.—Number of persons, other than trainees, employed on the National Defense Vocational Training Project and the Airport Servicemen Training Project whose services are directly related to the training activities of the projects. The persons to be reported in the entry for Code W are those supervisors, timekeepers, typists, clerks, etc., whose services are primarily related to the direct conduct of the training activities of the projects. Other nontrainee personnel on those projects, such as occupational classifiers and supervisors and clerks engaged in the establishment and maintenance of the National Defense Industries Employment Register and other persons not primarily engaged in the direct conduct of the training activities of the projects, shall not be reported in the entry for Code W. The number of persons in this latter group will equal the entry for Code V minus the entry for Code W. The State Statistician shall make arrangements for the separate reporting of data for Code W on WPA Forms 732 and 732a.

Where there is no employment for any of the listed code items on the date of the report, the word "None" shall be inserted in the space provided for the number of persons employed.

Revised Nov. 8, 1941

FISCAL YEAR EXPENDITURES FOR PROJECTS OPERATED BY WPA, BY PROGRAM CLASSIFICATION AND SOURCE OF FUNDS, WPA Form 150

WPA Form 150 shall be used each month to report, by specified program classification, fiscal year expenditures (expenditures subsequent to the next preceding June 30) through the last day of the month for projects operated by the Work Projects Administration. Data for this report shall be compiled from transcript cards which are derived from the *Project Ledger*, WPA Form 704, and the *Sponsors' Ledger*, WPA Form 704a.

—Source of Data.

Federal Works Agency WPA Form 150 Revised 11/8/41		FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION						
FISCAL YEAR EXPENDITURES FOR PROJECTS OPERATED BY WPA, BY PROGRAM CLASSIFICATION AND SOURCE OF FUNDS								
Line No.	Program classification and defense designation	All funds	WPA funds			Sponsors' funds		
			Total	Labor	Nonlabor	Total	Labor	Nonlabor
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	All projects—total							
2	Defense projects—total							
3	Certified—total							
4	By Secretary of War							
5	By Secretary of Navy							
6	Noncertified							
7	Nondefense projects							
8	Supply Fund and Adjustment Accounts							
9	Federal projects—total							
10	Certified defense projects							
11	Noncertified defense projects							
12	Nondefense projects							
13	Non-Federal projects—total							
14	Certified defense projects							
15	Noncertified defense projects							
16	Nondefense projects							
17	Non-Federal projects subject to sponsors' requirement, cumulative from January 1, 1940							
18								
19								
20								

Date transmitted _____

Approved by: _____ July 1, 19____ through _____, 19____

(State Statistician)

State Administrator

(This form printed in Washington)

Instructions for filling in the columns of WPA Form 150 are as follows:

—Preparation.

Column 2.—This column contains the required program classification and defense designation of projects operated by the Work Projects Administration. For each project, expenditures cumulated after the preceding June 30 shall be reported according to the most recent operating designation assigned to the given project.

Line 1 shall be used to enter expenditures for all projects operated by the Work Projects Administration. Each entry on line 1 shall equal the sum of corresponding entries on lines 2, 7, and 8, and also shall equal the sum of corresponding entries on lines 9, 10, and 13.

Line 2 shall be used to enter expenditures for all defense projects operated by the Work Projects Administration. Each entry on line 2 shall equal the sum of corresponding entries on lines 3 and 6 and also shall equal the sum of corresponding entries on lines 10, 11, 14, and 15.

Lines 3, 4, and 5 shall be used to enter expenditures for all certified defense projects operated by the Work Projects Administration, including those which have received certification by the Secretary of War (Operating Designations "C," "J," "O," and "S"), and those which have received certification by the Secretary of the Navy (Operating Designations "D," "L," "P," and "T"). Each entry on line 3 shall equal the sum of corresponding entries on lines 4 and 5, and also shall equal the sum of corresponding entries on lines 10 and 14.

Line 6 shall be used to enter expenditures for noncertified defense projects operated by the Work Projects Administration. Each entry on line 6 shall equal the sum of corresponding entries on lines 11 and 15.

Line 7 shall be used to enter expenditures for all projects, other than defense projects, operated by the Work Projects Administration. Each entry on this line shall equal the sum of corresponding entries on lines 12 and 16.

Line 8 shall be used to enter data for the supply fund for the Suspense Account and for any other accounts used to establish a reconciliation between the project and general ledgers.

Line 9 shall be used to enter expenditures for Federal projects operated by the Work Projects Administration (Major Program Classifications 150 through 500). Each entry on line 9 shall equal the sum of corresponding entries on lines 10, 11, and 12.

Lines 10 and 11 shall be used to enter expenditures for Federal projects operated by the Work Projects Administration for defense which are certified (Operating Designations "O," "P," "S," and "T"), and which are not certified (Operating Designations "Q" and "U"), respectively.

Line 12 shall be used to enter expenditures for all other Federal projects operated by the Work Projects Administration (Operating Designations "M" and "R").

Line 13 shall be used to enter expenditures for non-Federal projects operated by the Work Projects Administration (Major Program Classification 100). Each entry on line 13 shall equal the sum of corresponding entries on lines 14, 15, and 16.

Lines 14 and 15 shall be used to enter expenditures for non-Federal projects operated by the Work Projects Administration for defense which are certified (Operating Designations "C," "D," "J," and "L"), and which are not certified (Operating Designations "E" and "K"), respectively.

Line 16 shall be used to enter expenditures for all other non-Federal projects operated by the Work Projects Administration (Operating Designations "A," "O," and "I").

Line 17 shall be used to enter as a memorandum, expenditures cumulated from January 1, 1940, through the close of the month reported, on all non-Federal projects subject to the 25-percent sponsors' contribution requirement (Operating Designations "I," "J," "K," and "L").

Column 3.—This column shall be used to enter fiscal year expenditures (in dollars and cents) of WPA and sponsors' funds combined. Each entry in column 3 shall equal the sum of corresponding entries in columns 4 and 7.

Columns 4, 5, and 6.—These columns shall be used to enter fiscal year expenditures (in dollars and cents) of WPA funds, showing the total of such expenditures and the amounts for labor and for nonlabor. Each entry in column 4 shall equal the sum of corresponding entries in columns 5 and 6.

Columns 7, 8, and 9.—These columns shall be used to enter the fiscal year expenditures (in dollars and cents) of sponsors' expenditures, including expenditures against the Sponsors' Special Deposits Account, showing the total of such expenditures and the amounts for labor and for nonlabor. Each entry in column 7 shall equal the sum of corresponding entries in columns 8 and 9.

If, for any cell of the form, the report for the current month reflects a decrease from the previous month's report, an explanation of the decrease shall be provided on the reverse side of the report for the current month.

It is probable that changes will be made from time to time, such as changes in operating designations, which affect data reported for the next preceding fiscal year. Due to this, revised reports for the fiscal year ending on the next preceding June 30 will be requested at least once each year. In order to satisfy this requirement, records reflecting changes in data reported on the various lines of the report for the fiscal year ending on the next preceding June 30 shall be maintained.

HOURS WORKED AND EARNINGS ON PROJECTS OPERATED BY WPA, BY TYPE OF PROJECT AND WAGE STATUS, WPA Form 152

WPA Form 152 shall be used each month to report, by type of project and wage status, hours worked by and earnings of project wage and project supervisory employees on projects operated by the Work Projects Administration. The report shall be compiled from copies of WPA Form 518, Standard Form 1064, or Treasury Form A-4 for project pay rolls with pay periods ending within the calendar month. WPA Form 152.

—Source of
Data.

Pay rolls received too late for inclusion in the report for the calendar month in which the pay period ends shall be included in the report for the succeeding month unless they comprise more than 2 percent of the correct total of hours or earnings for any line of the report in which such pay rolls should have been included. Where the 2 percent margin is exceeded, revised figures based on data previously reported plus data from late pay rolls shall be transmitted for each line of the report showing any change.

—Late Pay
Rolls.

Instructions for filling in the columns of WPA Form 152 are as follows:

—Preparation.

Column 2.—Lines 1 through 56 of this column contain the type of project classification of WPA projects. Type-of-work symbols for projects to be included under each classification are listed on pages 1.H.010-1.H.011. Each entry on line 1 shall equal the sum of corresponding entries on lines 2, 23, 49, 55, and 56.

Columns 3, 4, and 5.—These columns shall be used to enter the total hours worked by all persons, by project wage employees, and by project supervisory employees. Each entry in column 3 shall equal the sum of corresponding entries in columns 4 and 5.

Hours worked by project supervisory employees who are paid on a 4-week-period basis shall be derived by multiplying days in pay status by the factor obtained by dividing the usual number of assigned hours per 2-week period by 14. Hours worked by project supervisory employees who are paid on a calendar-month basis shall be derived by multiplying days in pay status by the factor obtained by dividing the usual number of assigned hours per half-month period by 15.

— —Conversion of Days
in Pay Status
to Hours
Worked.

Columns 6, 7, and 8.—These columns shall be used to enter (in dollars and cents) the earnings of all employees, project wage employees, and project supervisory employees. Each entry in column 6 shall equal the sum of corresponding entries in columns 7 and 8. Where pay roll deductions have been made for subsistence and similar items, gross earnings shall be reported.

Hours and earnings of "Special nonsupervisory" and "Appointive" employees of the State Supply Section shall be included with those for "Project supervisory" employees in this report.

Lines 57 through 66 shall be used to report data on hours and earnings for each of the selected areas specified in part 1 of Appendix H. Data reported for each area shall include all projects operated by the Work Projects Administration. In compiling figures for each area it is important to include data for all persons who worked in the specified county or city. To insure the completeness of the data for each county or city it will be necessary to examine all State Supply Section and State-wide pay rolls and pay rolls covering district or other administrative areas. Such pay rolls will indicate either the county of operation or county of residence of each person to whom wage payments are made. Inclusion of data in county or city totals shall be made on the basis of county or city of project operation whenever possible. Where data are not available on this basis, county of residence as indicated by the workers' identification numbers may be used.

— —Reporting for
Selected
Areas.

Revised Jan. 15, 1942

Federal Works Agency
WPA Form 102
Revised 1/15/42

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

HOURS WORKED AND EARNINGS ON PROJECTS OPERATED BY WPA,
BY TYPE OF PROJECT AND WAGE STATUS

Line No.	Type of project	Hours worked			Earnings		
		Total	Project wage	Project supervisory	Total	Project wage	Project supervisory
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Total						
2	Division of Operations—total						
3	Airport and airway						
4	Building—total						
5	Educational						
6	Other						
7	Conservation—total						
8	Land and water						
9	Other						
10	Engineering survey						
11	Highway, road, and street—total						
12	Primary road						
13	Secondary road						
14	Street and alley						
15	Other						
16	Publicly owned or operated utility—total						
17	Sewage collection and disposal						
18	Water purification and supply						
19	Other						
20	Recreational facility, except buildings						
21	Sanitation						
22	Other						
23	Division of Community Service Programs—total						
24	Public activity—total						
25	Art and museum						
26	Education						
27	Library						
28	Music						
29	Recreation						
30	Workers' service						
31	Writing						
32	Other						
33	Research and records—total						
34	Historical records survey						
35	Public records						
36	Research and survey						
37	Other						
38	Welfare—total						
39	Distribution of surplus commodities						
40	Gardening and food preservation						
41	Housekeeping aides						
42	Institutional subsidiary workers' training						
43	Production—mattresses, comforters, and quilts						
44	Production—miscellaneous items						
45	Public health and hospital work						
46	School lunch						
47	Sewing						
48	Other						
49	Division of Training and Reemployment—total						
50	Airport servicemen training						
51	Household workers' training						
52	In-plant preemployment training						
53	Vocational school training						
54	Other						
55	Public work reserve						
56	State supply section						
57							
58							

65

Date transmitted _____

Approved by _____

Month _____, 19____

(State Statistician)

(State Administrator)

State _____

(This form printed in Washington)

Revised Jan. 15, 1942

HOURS WORKED AND EARNINGS ON PROJECTS OPERATED BY OTHER FEDERAL AGENCIES, BY TYPE OF PROJECT, WPA Form 152b

WPA Form 152b shall be used each month to report, by type of project, hours worked by and earnings of employees on projects operated by other Federal agencies. The report shall be compiled from copies of other Federal agency project pay rolls with pay periods ending within the calendar month.

WPA Form 152b.

—Source of Data.

—Late Pay Rolls.

Line No.	Type of project	Hours worked	Earnings
(1)	(2)	(3)	(4)
1	Total		
2	Inspected by Division of Operations—total		
3	Airport and airway		
4	Building		
5	Conservation		
6	Engineering survey		
7	Highway, road, and street		
8	Publicly owned or operated utility		
9	Recreation facility, except buildings		
10	Sanitation		
11	Other		
12	Inspected by Division of Community Service Programs—total		
13	Public records		
14	Research and survey		
15	Other		
16			
17			
18			
19			
20			

Date transmitted: _____

Approved by: _____ Month: _____, 19____

_____, State Statistician

_____, State Administrator

(This form printed in Washington.)

Pay rolls received too late for inclusion in the report for the calendar month in which the pay period ends shall be included in the report for the succeeding month unless they comprise more than 2 percent of the correct total of hours or earnings for any line of the report in which such pay rolls should have been included. Where the 2 percent margin is exceeded, revised figures based on data previously reported plus data from late pay rolls shall be transmitted for each line of the report showing any change.

In some cases it may be necessary to make special arrangements for securing hours and earnings data on inter-State projects operated by other Federal agencies. Such arrangements shall be made by the Regional Statistician.

—Projects Operating in More Than One State.

Instructions for filling in columns on WPA Form 152b are as follows:

—Preparation.

Column 2.—Lines 1 through 15 of this column contain a condensed type of project classification of WPA projects. Type-of-work symbols to be included under each classification are listed on page 1.H.012. Each entry on line 1 shall equal the sum of corresponding entries on lines 2 and 12.

Column 3.—This column shall be used to enter the total hours worked.

Hours worked by project supervisory employees who are paid on a 4-week-period basis shall be derived by multiplying days in pay status by the factor obtained by dividing the usual number of assigned hours per 2-week period by 14. Hours worked by project supervisory employees who are paid on a calendar-month basis shall be derived by multiplying days in pay status by the factor obtained by dividing the usual number of assigned hours per half-month period by 15.

—Conversion of Days in Pay Status to Hours Worked.

Column 4.—This column shall be used to enter (in dollars and cents) the total earnings. Where pay roll deductions have been made for subsistence and similar items, gross earnings shall be reported.

—Gross Earnings Reported.

HOURS WORKED AND EARNINGS ON WPA PROJECTS FOR DEFENSE, BY TYPE OF PROJECT AND PROGRAM, WPA Form 152c

WPA Form 152c.	WPA Form 152c shall be used each month to report, by type of project and program, hours worked by and earnings of employees on WPA projects for national defense. Data for projects operated by the Work Projects Administration shall be compiled from copies of WPA Form 518, Standard Form 1064, or Treasury Form A-4 for project pay rolls with pay periods ending within the calendar month. Data for projects operated by other Federal agencies shall be compiled from copies of project pay rolls with pay periods ending within the calendar month.
—Source of Data.	
—Late Pay Rolls.	Pay rolls received too late for inclusion in the report for the calendar month in which the pay period ends shall be included in the report for the succeeding month unless they comprise more than 2 percent of the correct total of hours or earnings for any line of the report in which such pay rolls should have been included. Where the 2 percent margin is exceeded, revised figures based on data previously reported plus data from late pay rolls shall be submitted for each line of the report showing any change.
—Separate Reports by Defense Status.	Separate reports shall be prepared to show hours worked and earnings on each of the following groups of projects: <ol style="list-style-type: none"> 1. All defense projects (Operating Designations "C," "D," "E," "J," "K," "L," "O," "P," "Q," "S," "T," "U," "X," "Y," and "Z") 2. Certified defense projects (Operating Designations "C," "D," "J," "L," "O," "P," "S," "T," "X," and "Y") <p>The appropriate defense certification status, as defined above, shall be entered on the report in the space provided at the top of the form. Operating designations as of the last day of each month shall be used in preparing these reports. A separate report for noncertified defense projects is not required.</p>
—Preparation.	Instructions for filling in the columns on WPA Form 152c are as follows: <p><i>Column 2.</i>—Lines 1 through 54 of this column contain the type of project classification of WPA projects for defense. Type-of-work symbols for projects to be included under each classification are listed on pages 1.H.010-1.H.011. Each entry on line 1 shall equal the sum of corresponding entries on lines 2, 23, and 49.</p> <p><i>Columns 3, 4, and 5.</i>—These columns shall be used to enter hours worked by employees on all WPA projects for defense. Data for WPA projects, for projects operated by the Work Projects Administration, and for projects operated by other Federal agencies shall be reported in columns 3, 4, and 5, respectively. Each entry in column 3 shall equal the sum of corresponding entries in columns 4 and 5.</p> <p><i>—Conversion of Days in Pay Status to Hours Worked.</i> Hours worked by project supervisory employees who are paid on a 4-week-period basis shall be derived by multiplying days in pay status by the factor obtained by dividing the usual number of assigned hours per 2-week period by 14. Hours worked by project supervisory employees who are paid on a calendar-month basis shall be derived by multiplying days in pay status by the factor obtained by dividing the usual number of assigned hours per half-month period by 15.</p> <p><i>Columns 6, 7, and 8.</i>—These columns shall be used to show earnings of employees on all WPA projects for defense. Data for WPA projects, for projects operated by the Work Projects Administration, and for projects operated by other Federal agencies shall be reported in columns 6, 7, and 8, respectively. Each entry in column 6 shall equal the sum of corresponding entries in columns 7 and 8.</p>
—Gross Earnings Reported.	Where pay roll deductions have been made for subsistence and similar items, gross earnings shall be reported.

Revised Jan. 15, 1942

Federal Works Agency
WPA Form 162c
Revised 1/15/42

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

HOURS WORKED AND EARNINGS ON WPA PROJECTS FOR
DEFENSE BY TYPE OF PROJECT AND PROGRAM

(Defense certification status) _____

Line No.	Type of project	Hours worked			Earnings		
		Total	Projects operated by		Total	Projects operated by	
			WPA	Other Federal agencies		WPA	Other Federal agencies
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Total						
2	Division of Operations—total						
3	Airport and airway						
4	Building—total						
5	Educational						
6	Other						
7	Conservation—total						
8	Land and water						
9	Other						
10	Engineering survey						
11	Highway, road, and street—total						
12	Access road						
13	In military or naval reservations						
14	Strategic highway system						
15	Other						
16	Publicly owned or operated utility—total						
17	Sewage collection and disposal						
18	Water purification and supply						
19	Other						
20	Recreational facility, except buildings						
21	Sanitation						
22	Other						
23	Division of Community Service Programs—total						
24	Public activity—total						
25	Art and museum						
26	Education						
27	Library						
28	Music						
29	Recreation						
30	Workers' service						
31	Writing						
32	Other						
33	Research and records—total						
34	Historical records survey						
35	Public records						
36	Research and survey						
37	Other						
38	Welfare—total						
39	Distribution of surplus commodities						
40	Gardening and food preservation						
41	Housekeeping aides						
42	Institutional subsidiary workers' training						
43	Production—mattresses, comforters, and quilts						
44	Production—miscellaneous items						
45	Public health and hospital work						
46	School lunch						
47	Sewing						
48	Other						
49	Division of Training and Reemployment—total						
50	Airport servicemen training						
51	Household workers' training						
52	In-plant preemployment training						
53	Vocational school training						
54	Other						
55							

Date transmitted _____

Approved by: _____

Month _____

19____

(State Statistician)

State _____

(State Administrator)

(This form printed in Washington)

EMPLOYMENT ON WPA PROJECTS, BY COUNTY AND WAGE SCHEDULE, WPA Form 154

WPA Form 154.

—Source of Data.

WPA Form 154 shall be used each quarter to report employment by county, wage schedule, and wage status on WPA projects in each county. The report shall be compiled from project employment reports on WPA Forms 732 and 732a for the third Tuesday in March, June, September, and December.

Separate reports shall be prepared to show employment on each of the following groups of projects:

—Separate Reports by Program.

1. Projects operated by the Work Projects Administration.
2. WPA projects operated by other Federal agencies.

The appropriate program, as defined above, shall be entered on each report in the space provided at the top of the form. No summary report combining the data for the two classes is required.

Federal Works Agency WPA Form 154 Revised 11-9-41			FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION								
EMPLOYMENT ON WPA PROJECTS, BY COUNTY AND WAGE SCHEDULE											
(Program)											
Line No.	County	Wage schedule code	Number of persons employed			Line No.	County	Wage schedule code	Number of persons employed		
			Total	Project wage employees	Project supervisory employees				Total	Project wage employees	Project supervisory employees
(1)	(2)	(3)	(4)	(5)	(6)	(1)	(2)	(3)	(4)	(5)	(6)
1	Total					66					
2	Undistributed					67					
3						68					
4						69					
64						129					
65						130					

Date transmitted _____

Approved by: _____ Tuesday _____, 19__

(State Statistician)

(State Administrator) State _____

(This form printed in Washington)

—Preparation.

Instructions for filling in the columns on WPA Form 154 are as follows:

—Listing of Counties.

Column 2.—This column shall be used to list alphabetically the counties in the State. Counties for which no employment is reported also shall be listed on the report covering projects operated by the Work Projects Administration; however only counties for which employment is reported shall be listed on the report covering projects operated by other Federal agencies. Total employment in the State for each program shall be included on line 1 of the appropriate report. Employment in the State Supply Section and on State-wide projects shall be allocated to the county of project operation so far as possible, but employment which cannot be allocated to counties shall be reported as "Undistributed" on line 2. Every effort shall be made to restrict the number of persons reported as "Undistributed" to a minimum, since the value of county data is greatly decreased if this item is a significant proportion of the total. Immediately following line 2, geographically undistributed employment at each wage schedule shall be reported on a separate line.

—Metropolitan Districts.

The establishment of metropolitan districts and the authorization of wage adjustments for selected projects, as prescribed by General Order No. 4, permit the use of more than one wage schedule in a county. For such counties separate lines shall be used for total employment in the county and for employment at each wage schedule.

—Wage Schedule Coding.

Column 3.—This column shall be used to enter the codes for the wage schedules of project wage employees. Wage schedules for counties in which the 1940 population of the largest municipality was 100,000 or more, 25,000 to 100,000, 5,000 to 25,000, and fewer than 5,000 shall be coded 1, 2, 3, and 4, respectively. Changes in wage schedules which have been made on the basis of authorized schedules of hours of work differing from standard limitations

(130 hours per calendar month) shall not affect the wage schedule classification of employees for this report.

Wage schedules other than the four standard schedules listed in the preceding paragraph may be used for some project wage employees in some States. Such schedules shall be coded as wage schedule 5. An example of this is the use of a wage schedule applicable to another wage region for the employees of some unit or units of a project or projects, or of all projects located in some area or areas within a State. Other examples of this are (1) the employment of certified employees assigned as trainees on a household workers' training project at a wage rate amounting to 50 percent of the Unskilled "B" wage rate applicable to the locality and (2) trainees employed for in-plant preemployment training at wage rates differing from the standard wage schedule.

The line showing total employment for a county to which more than one wage schedule applies shall not be coded in column 3.

Column 4.—This column shall be used to enter the total number of persons employed. Each entry in column 4 shall equal the sum of corresponding entries in columns 5 and 6.

Column 5.—This column shall be used to enter the number of project wage employees.

Column 6.—This column shall be used to enter the number of project supervisory employees, including special nonsupervisory employees and appointive employees in the State Supply Section, on the appropriate report. For a county to which more than one wage schedule applies, an entry shall be made only on the line showing total employment for the county.

Revised Nov. 8, 1941

EXPENDITURES FOR PROJECTS OPERATED BY WPA, BY COUNTY AND SOURCE OF FUNDS, WPA Form 157

WPA Form 157.

—Source of
Data.

WPA Form 157 shall be used semiannually to report by county, source of funds, and object of expenditure, expenditures cumulated from the beginning of the program through the close of each June and December for projects operated by the Work Projects Administration. Data shall be compiled from transcript cards which are derived from *Project Ledger*, WPA Form 704, and *Sponsors' Ledger*, WPA Form 704a.

Federal Works Agency WPA Form 157 Revised 11/8/41			FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION						
EXPENDITURES FOR PROJECTS OPERATED BY WPA, BY COUNTY AND SOURCE OF FUNDS									
Line No.	County	All Funds	WPA Funds			Sponsors' Funds			Line No.
			Total	Labor	Nonlabor	Total	Labor	Nonlabor	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1	Total								
2	Supply fund and adjustment accounts								
3	Undistributed								
4									
64									
65									

Date transmitted _____

Approved by: _____ July 1, 1935 through _____ 19____

(State Statistician)

(State Administrator) State _____

(This form printed in Washington)

—Preparation.

Instructions for filling in the columns of WPA Form 157 are as follows:

—Listing
of Counties.

Column 2.—This column shall be used for listing alphabetically all the counties in the State. Line 1 shall show total expenditures on projects operated by the Work Projects Administration. Line 2 shall be used to report data for the supply fund, for the Suspense Account, and for any other accounts used to establish a reconciliation between the project and general ledgers. Expenditures for projects which operate in more than one county and for which subsidiary ledgers are not maintained by county shall be reported on line 3.

Column 3.—This column shall be used to enter the cumulative amounts (in dollars and cents) of expenditures from WPA and sponsors' funds combined. Each entry in column 3 shall equal the sum of corresponding entries in columns 4 and 7.

Columns 4, 5, and 6.—These columns shall be used to enter the cumulative amounts (in dollars and cents) of expenditures from WPA funds, showing the total of such expenditures and the amounts for labor and for nonlabor. Each entry in column 4 shall equal the sum of corresponding entries in columns 5 and 6.

Columns 7, 8, and 9.—These columns shall be used to enter the cumulative amounts (in dollars and cents) of sponsors' expenditures, including expenditures against the Sponsors' Special Deposit Account, showing the total of such expenditures and the amounts for labor and for nonlabor. Each entry in column 7 shall equal the sum of corresponding entries in columns 8 and 9.

Revised Nov. 8, 1941

FISCAL YEAR EXPENDITURES FOR PROJECTS OPERATED BY WPA, BY TYPE OF PROJECT AND SOURCE OF FUNDS, WPA Form 158

WPA Form 158 shall be used each quarter to report, by type of project, source of funds, and object of expenditure, fiscal year expenditures (expenditures subsequent to the next preceding June 30) through the last day of September, December, March, and June for projects operated by the Work Projects Administration. Data for this report shall be compiled from transcript cards which are derived from *Project Ledger*, WPA Form 704, and *Sponsors' Ledger*, WPA Form 704a. WPA Form 158.

—Source of
Data.

Instructions for filling in the columns of WPA Form 158 are as follows:

—Preparation.

Column 2.—This column contains the type of project classification for WPA projects. Type-of-work symbols to be included under each of these classifications are listed on pages 1.H.010-1.H.011. In addition, data for the Suspense Account and for any other accounts used to establish a reconciliation between the project and general ledgers shall be included on line 58.

For each project operated by the Work Projects Administration, expenditures cumulated after the preceding June 30 shall be reported according to the most recent type-of-work symbol assigned to the given project.

The entries on line 1 shall equal the sum of corresponding entries on lines 2, 23, 49, 55, and 58.

Column 3.—This column shall be used to enter fiscal year expenditures (in dollars and cents) of WPA and sponsors' funds combined. Each entry in column 3 shall equal the sum of corresponding entries in columns 4 and 7.

Columns 4, 5, and 6.—These columns shall be used to enter fiscal year expenditures (in dollars and cents) of WPA funds, showing the total of such expenditures and the amounts for labor and for nonlabor. Each entry in column 4 shall equal the sum of corresponding entries in columns 5 and 6.

Columns 7, 8, and 9.—These columns shall be used to enter fiscal year expenditures (in dollars and cents) of sponsors' funds, including expenditures against the Sponsors' Special Deposits Account, showing the total of such expenditures and the amounts for labor and for nonlabor. Each entry in column 7 shall equal the sum of corresponding entries in columns 8 and 9.

If for any cell of the form, the report for the current month reflects a decrease from the previous quarter's report, an explanation of the decrease shall be transmitted with the report for the current month.

It is probable that changes will be made from time to time, such as changes in type-of-work symbols, which affect data reported for the next preceding fiscal year. Due to this, revised reports for the fiscal year ending on the next preceding June 30 will be requested at least once each year. In order to satisfy this requirement, records reflecting increases and decreases in data reported on the various lines of the report for the next preceding June 30 shall be maintained.

Revised Jan. 15, 1942

Federal Works Agency
WPA Form 158
Revised 1/15/42

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

FISCAL YEAR EXPENDITURES FOR PROJECTS OPERATED BY WPA,
BY TYPE OF PROJECT AND SOURCE OF FUNDS

Line No.	Type of project	All funds	WPA funds			Sponsors' funds			Line No.
			Total	Labor	Nonlabor	Total	Labor	Nonlabor	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1	Total								1
2	Division of Operations—total								2
3	Airport and airway								3
4	Buildings—total								4
5	Educational								5
6	Other								6
7	Conservation—total								7
8	Land and water								8
9	Other								9
10	Engineering survey								10
11	Highway, road, and street—total								11
12	Primary road								12
13	Secondary road								13
14	Street and alley								14
15	Other								15
16	Publicly owned or operated utility—total								16
17	Sewage collection and disposal								17
18	Water purification and supply								18
19	Other								19
20	Recreational facility, except buildings								20
21	Sanitation								21
22	Other								22
23	Division of Community Service Programs—total								23
24	Public activity—total								24
25	Art and museum								25
26	Education								26
27	Library								27
28	Music								28
29	Recreation								29
30	Workers' service								30
31	Writing								31
32	Other								32
33	Research and records—total								33
34	Historical records survey								34
35	Public records								35
36	Research and survey								36
37	Other								37
38	Welfare—total								38
39	Distribution of surplus commodities								39
40	Gardening and food preservation								40
41	Housekeeping aides								41
42	Institutional subsidiary workers' training								42
43	Production—mattresses, comforters, and quilts								43
44	Production—miscellaneous items								44
45	Public health and hospital work								45
46	School lunch								46
47	Sewing								47
48	Other								48
49	Division of Training and Reemployment—total								49
50	Airport servicemen training								50
51	Household workers' training								51
52	In-plant preemployment training								52
53	Vocational school training								53
54	Other								54
55	Public work reserve								55
56	Supply fund and adjustment accounts								56
57									57
58									58
59									59
60									60
61									61
62									62
63									63
64									64
65									65

Date transmitted _____

Approved by: _____

(State Statistician)

July 1, 19____ through _____, 19____

(State Administrator)

State _____

(This form printed in Washington)

FISCAL YEAR EXPENDITURES FOR DEFENSE PROJECTS OPERATED BY WPA, BY TYPE OF PROJECT AND SOURCE OF FUNDS, WPA Form 158a

WPA Form 158a shall be used each month to report, by type of project, source of funds, and object of expenditure, fiscal year expenditures (expenditures subsequent to the next preceding June 30) through the last day of the month for defense projects operated by the Work Projects Administration. Data for this report shall be compiled from transcript cards which are derived from *Project Ledger*, WPA Form 704, and *Sponsors' Ledger*, WPA Form 704a.

WPA Form 158a.
—Source of Data.

Separate reports shall be prepared to show expenditures and earnings on each of the following groups of projects:

—Separate Reports by Defense Certification Status.

1. All defense projects (Operating Designations "C," "D," "E," "J," "K," "L," "O," "P," "Q," "S," "T," and "U")
2. Certified defense projects (Operating Designations "C," "D," "J," "L," "O," "P," "S," and "T")

The appropriate defense certification status, as defined above, shall be entered on the report in the space provided at the top of the form. A separate report for noncertified defense projects is not required.

Instructions for filling in the columns of WPA Form 158a are as follows:

—Preparation.

Column 2.—This column contains the type of project classification of WPA projects. Type-of-work symbols to be included under each of these classifications are listed on pages 1.H.010-1.H.011.

For each defense project operated by the Work Projects Administration, expenditures cumulated after the preceding June 30 shall be reported according to the most recent operating designation and type-of-work symbol assigned to the given project.

Entries on line 1 shall equal the sum of corresponding entries on lines 2, 23, and 49.

Column 3.—This column shall be used to enter fiscal year expenditures (in dollars and cents) of WPA and sponsors' funds combined. Each entry in column 3 shall equal the sum of corresponding entries in columns 4 and 7.

Columns 4, 5, and 6.—These columns shall be used to enter fiscal year expenditures (in dollars and cents) of WPA funds, showing the total of such expenditures and the amounts for labor and for nonlabor. Each entry in column 4 shall equal the sum of corresponding entries in columns 5 and 6.

Columns 7, 8, and 9.—These columns shall be used to enter fiscal year expenditures (in dollars and cents) of sponsors' funds, including expenditures against the Sponsors' Special Deposits Account, showing the total of such expenditures and the amounts for labor and for nonlabor. Each entry in column 7 shall equal the sum of corresponding entries in columns 8 and 9.

If, for any cell of the form, the report for the current month reflects a decrease from the previous month's report, an explanation of the decrease shall be provided on the reverse side of the report for the current month.

It is probable that changes will be made from time to time, such as changes in operating designations of type-of-work symbols, which affect data reported for the next preceding fiscal year. Due to this, revised reports for the fiscal year ending on the next preceding June 30 will be requested at least once each year. In order to satisfy this requirement, records reflecting changes in data reported on the various lines of the report for the fiscal year ending on the next preceding June 30 shall be maintained.

Federal Works Agency
WPA Form 156a
Revised 1/15/42

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

FISCAL YEAR EXPENDITURES FOR DEFENSE PROJECTS OPERATED BY WPA,
BY TYPE OF PROJECT AND SOURCE OF FUNDS

(Defense certification status)

Line No.	Type of project	All funds	WPA funds			Sponsors' funds			Line No.
			Total	Labor	Nonlabor	Total	Labor	Nonlabor	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1	Total								1
2	Division of Operations—total								2
3	Airport and airway								3
4	Buildings—total								4
5	Educational								5
6	Other								6
7	Conservation—total								7
8	Land and water								8
9	Other								9
10	Engineering survey								10
11	Highway, road, and street—total								11
12	Access road								12
13	In military or naval reservations								13
14	Strategic highway system								14
15	Other								15
16	Publicly owned or operated utility—total								16
17	Sewage collection and disposal								17
18	Water purification and supply								18
19	Other								19
20	Recreational facility, except buildings								20
21	Sanitation								21
22	Other								22
23	Division of Community Service Programs—total								23
24	Public activity—total								24
25	Art and museum								25
26	Education								26
27	Library								27
28	Music								28
29	Recreation								29
30	Workers' service								30
31	Writing								31
32	Other								32
33	Research and records—total								33
34	Historical records survey								34
35	Public records								35
36	Research and survey								36
37	Other								37
38	Welfare—total								38
39	Distribution of surplus commodities								39
40	Gardening and food preservation								40
41	Housekeeping aides								41
42	Institutional subsidiary workers' training								42
43	Production—mattresses, comforters, and quilts								43
44	Production—miscellaneous items								44
45	Public health and hospital work								45
46	School lunch								46
47	Sewing								47
48	Other								48
49	Division of Training and Reemployment—total								49
50	Airport servicemen training								50
51	Household workers' training								51
52	In-plant preemployment training								52
53	Vocational school training								53
54	Other								54
55									55
56									
65									65

Date transmitted _____

Approved by: _____

July 1, 19____ through _____, 19____

(State Statistician)

(State Administrator)

State _____

(This form printed in Washington)

Revised Jan. 15, 1942

UNEXPENDED BALANCES FOR DEFENSE PROJECTS OPERATED BY WPA SINCE JUNE 30, 1940, BY TYPE AND CERTIFICATION STATUS OF PROJECT AND BY SOURCE OF FUNDS, WPA Form 158b.

WPA Form 158b shall be used each quarter to report, by type and certification status of project and by source of funds, unexpended balances for defense projects operated by the Work Projects Administration since June 30, 1940. The report shall be prepared as of March 31, June 30, September 30, and December 31. Unexpended balances shall be obtained by deducting cumulative expenditures from approved cost estimates as recorded on *Project Ledger*, WPA Form 704, and *Sponsors' Ledger*, WPA Form 704a, through the use of transcript cards derived from these ledgers.

WPA Form 158b.

—Source of Data.

Defense projects scheduled for operation which have not been started, but for which ledger sheets showing approved cost estimates have been inserted in the Project Ledger and the Sponsors' Ledger shall be included in the report, even though no expenditures have been recorded as of the date of the report. Also, defense projects temporarily stopped but definitely intended to be continued at a later date shall be included. Defense projects which have been completed, permanently discontinued, transferred to another Federal agency, or superseded by another WPA project shall be excluded.

—Projects Included.

For any defense project showing sponsors' expenditures in excess of the sponsors' pledge as indicated by the approved cost estimate recorded in the Sponsors' Ledger, the unexpended balance of sponsors' funds shall be considered zero in compiling this report.

Instructions for filling in the columns of WPA Form 158b are as follows:

—Preparation.

Column 2.—This column contains the type of project classification of WPA projects. Type-of-work symbols to be included under each of these classifications are listed on pages 1.H.010-1.H.011.

The unexpended balances for each defense project operated by the Work Projects Administration shall be included in this report on the basis of the most recent operating designation assigned to the given project.

Each entry on line 1 shall equal the sum of corresponding entries on lines 2, 23, and 49.

Columns 3, 4, and 5.—These columns shall be used to enter for all defense projects operated by the Work Projects Administration, unexpended balances (in dollars and cents) of all funds, WPA funds, and sponsors' funds. Each entry in column 3 shall equal the sum of corresponding entries in columns 4 and 5, and also shall equal the sum of corresponding entries in columns 8 and 9. Each entry in column 4 shall equal the sum of corresponding entries in columns 7 and 10. Each entry in column 5 shall equal the sum of corresponding entries in columns 8 and 11.

Columns 6, 7, and 8.—These columns shall be used to enter, for certified defense projects operated by the Work Projects Administration (Operating Designations "C," "D," "J," "L," "O," "P," "S," and "T"), unexpended balances (in dollars and cents) of all funds, WPA funds, and sponsors' funds. Each entry in column 6 shall equal the sum of corresponding entries in columns 7 and 8.

Columns 9, 10, and 11.—These columns shall be used to enter, for noncertified defense projects operated by the Work Projects Administration (Operating Designations "E," "K," "Q," and "U"), unexpended balances (in dollars and cents) of all funds, WPA funds, and sponsors' funds. Each entry in column 9 shall equal the sum of corresponding entries in columns 10 and 11.

Federal Works Agency
WPA Form 155b
Revised 1/15/42

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

UNEXPENDED BALANCES FOR DEFENSE PROJECTS OPERATED BY WPA SINCE JUNE 30, 1940, BY
TYPE AND CERTIFICATION STATUS OF PROJECT AND BY SOURCE OF FUNDS

Line No.	Type of project	All projects			Certified projects			Noncertified projects			Line No.
		All funds	WPA funds	Sponsors' funds	All funds	WPA funds	Sponsors' funds	All funds	WPA funds	Sponsors' funds	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1	Total										1
2	Division of Operations—total										2
3	Airport and airway										3
4	Buildings—total										4
5	Educational										5
6	Other										6
7	Conservation—total										7
8	Land and water										8
9	Other										9
10	Engineering survey										10
11	Highway, road, and street—total										11
12	Access road										12
13	In military or naval reservations										13
14	Strategic highway system										14
15	Other										15
16	Publicly owned or operated utility—total										16
17	Sewage collection and disposal										17
18	Water purification and supply										18
19	Other										19
20	Recreational facility, except buildings										20
21	Sanitation										21
22	Other										22
23	Division of Community Service Programs—total										23
24	Public activity—total										24
25	Art and museum										25
26	Education										26
27	Library										27
28	Music										28
29	Recreation										29
30	Workers' service										30
31	Writing										31
32	Other										32
33	Research and records—total										33
34	Historical records survey										34
35	Public records										35
36	Research and survey										36
37	Other										37
38	Welfare—total										38
39	Distribution of surplus commodities										39
40	Gardening and food preservation										40
41	Housekeeping aides										41
42	Institutional subsidiary workers' training										42
43	Production—mattresses, comforters, and quilts										43
44	Production—miscellaneous items										44
45	Public health and hospital work										45
46	School lunch										46
47	Sewing										47
48	Other										48
49	Division of Training and Recmployment—total										49
50	Airport servicemen training										50
51	Household workers' training										51
52	In-plant preemployment training										52
53	Vocational school training										53
54	Other										54
55											55
56											56

Date transmitted _____

Approved by: _____

(State Statistician)

(State Administrator)

Date _____, 19____

State _____

(This form printed in Washington)

Revised Jan. 15, 1942

ASSIGNMENTS AND TERMINATIONS ON WPA PROJECTS, WPA Form 160

WPA Form 160 shall be used each month to report the number of assignments and terminations on WPA projects according to the certification status of the persons assigned or terminated. The report shall be compiled from the copies of *Notice To Report to Work on Project*, WPA Form 402, and *Notice of Termination of Employment*, WPA Form 403, on which the effective date of starting or of terminating work falls within the calendar month. A separate report shall be prepared to show assignments and terminations for each State and for each of the selected areas specified on page 1.H.001-1.H.004.

WPA Form 160.
—Source of Data.

Documents received too late for inclusion in the report for the current month shall not be included in reports for subsequent months. If a considerable proportion of documents is received too late for inclusion in the current month's report, a revised report including all documents in the original report plus the late documents shall be submitted with the succeeding month's report. If only a small proportion of documents is received late, the number of late assignment documents and the number of late termination documents shall be noted in a statement attached to the succeeding month's report. A worksheet for these late documents shall be kept so that a revised report can be prepared if required.

—Reporting of Late Documents.

FEDERAL WORKS AGENCY WPA Form 160 Revised 11/8 41		FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION		
ASSIGNMENTS AND TERMINATIONS ON WPA PROJECTS				
Line No.	Item of employment change	Number of assignments and terminations		
		Total	Certified	Uncertified
1	Assignments—total			
2	Initial assignments			
3	Reassignments—total			
4	Return from private employment			
5	Return from active military service			
6	All other reassignments			
7	Terminations—total			
8	Discharges and layoffs—total			
9	Eighteen months of continuous employment			XXXX
10	Disciplinary action			
11	Other administrative action			
12	Voluntary separations—total			
13	Private or public employment			
14	Active military service			
15	Other known reasons			
16	Unknown reasons			
17	Assignments not effective	XXXX		XXXX
18				
19				
20				

Date transmitted _____ 19____ Month _____

Approved by: _____

(State Statistician) _____ State _____

(State Administrator) _____

(This form printed in Washington)

Instructions for filling in the columns on WPA Form 160 are as follows:

—Preparation.

Column 2.—This column contains the classification, by reason for employment change, of all assignments to and terminations from WPA projects.

— —Reporting of Assignments.

Line 1 shall be used to enter the total number of assignments for which the effective date of assignment fell within the calendar month. Assignments for persons who failed to

report, refused assignment, or were rejected shall not be included, but shall be shown as a memorandum on line 17. Each entry on line 1 shall equal the sum of corresponding entries on lines 2 and 3.

Line 2 shall be used to show the number of initial assignments. All persons for whom the effective date of assignment fell within the calendar month of the report and who previously had never been employed on a WPA project shall be reported as initial assignments. Persons previously employed only on Federal agency projects financed by other than WPA funds shall be reported as initial assignments when assigned and accepted for employment on a project. Likewise, persons who have only been owner-operators on a contractual basis on WPA projects shall be reported as initially assigned when employed as regular project workers on WPA projects.

Line 3 shall be used to enter the total number of reassignments. All persons for whom the effective date of assignment fell within the calendar month of the report, and who previously had been employed on and formally terminated from a WPA project, shall be reported as reassigned. Employment on a WPA project followed by employment on a Federal agency project financed from other than WPA funds and subsequent reemployment on a WPA project shall be included as an instance of reassignment. Persons transferred from one WPA project to another with no intervening formal termination of employment are considered "transfers" and shall not be reported as reassigned. Also, persons transferred from a project operated by the Work Projects Administration to one operated by a Federal agency with transferred WPA funds shall not be reported as reassigned, even though a reassignment form and a previous termination form marked "To be assigned to another Federal agency" have been issued (see instructions for line 7 of this report). Persons retained on a project after reclassification or change in certification status shall not be reported as reassigned. Each entry on line 3 shall equal the sum of corresponding entries on lines 4, 5, and 6.

Line 4 shall be used to enter the number of reassignments following return from private employment. Persons who left employment on a WPA project to accept private or other public employment and who, at the expiration of such private or other public employment (and after exhaustion of unemployment compensation benefits) are reemployed, shall be considered in this category. Reassignments of the above type will be identified on the assignment forms.

Line 5 shall be used to enter the number of assignments following return from active military service.

Line 6 shall be used to enter the number of reassignments for reasons other than return from private employment or return from active military service.

— —Reporting of Termina- tions.

Line 7 shall be used to enter the total number of terminations. All persons whose formal separation from WPA projects became effective during the calendar month of the report are to be reported as terminated. Persons employed as regular project workers who became owner-operators on a contractual basis shall be reported as terminated. Persons transferred from one WPA project to another with no intervening formal termination of employment are considered "transfers" and shall not be reported as terminated. Persons transferred from a project operated by the Work Projects Administration to one operated by a Federal agency with transferred WPA funds and for whom a termination document marked "To be assigned to another Federal agency" has been issued, shall not be reported as terminated. Changes in certification status shall not be reported as terminations. Each entry on line 7 shall equal the sum of corresponding entries on lines 8 and 12.

Line 8 shall be used to enter the total number of terminations resulting from discharges and layoffs. Persons whose terminations were occasioned by administrative action of the types covered by the entries in lines 9 through 11 shall be considered in this category. Each entry on line 8 shall equal the sum of corresponding entries on lines 9 through 11.

Line 9 shall be used to enter the number of dismissals of certified persons made in accordance with legislative requirements limiting the period of continuous employment to 18 months.

Line 10 shall be used to enter the number of terminations made for the following reasons:

Terminations for cause.

Failure to accept private or public employment.

Line 11 shall be used to enter the number of terminations made as a result of administrative action other than that indicated on lines 9 and 10 above. Terminations made for the following reasons shall be included:

Reduced employment authorizations.

Inability to perform required duties.

Illegal political activity.

Failure to execute oath of allegiance.

Improper claim to reassignment following return from private employment.

Eligibility for unemployment compensation or for railroad unemployment insurance, receipt of public assistance under the Social Security Act, or receipt of benefits of the Farm Security Administration as provided in regulations.

Cancellation of certification after review of need.

Change in priority, or employment on WPA projects of more than one person from same family.

Project shutdown or lack of projects.

Line 12 shall be used to enter the total number of voluntary separations. Each entry on line 12 shall equal the sum of corresponding entries on lines 13 through 16.

Line 13 shall be used to enter the number of terminations resulting from private or public employment. The following cases shall be included:

Persons obtaining employment with a private individual or firm or on a governmental activity not financed from WPA funds, and persons indicating that they are leaving projects for such employment. Types of governmental employment to be included are jobs with State or municipal departments or agencies, work obtained through appointment by the United States Civil Service Commission, and employment on projects financed from other than WPA funds. However, this line shall not include persons terminated to accept employment by the sponsor on a WPA project. Such terminations shall be reported on line 15.

Line 14 shall be used to enter the number of terminations for active military service.

Line 15 shall be used to enter the number of terminations for reasons definitely known but not included in the above classifications. The following reasons for termination shall be included:

Death.

Disability, illness, or injury.

Change of residence.

Voluntary separation due to new sources of income.

Change to owner-operator on a contractual basis.

Change to sponsor-paid basis.

Line 16 shall be used to enter the number of terminations of persons for whom the reason for leaving project was not known. This classification shall include voluntary absence beyond the established allowable period (5 consecutive working days) where the reason for continued absence is unknown and also shall include failures to report in cases of transfers between projects where reason for failure to report is unknown.

Line 17 shall be used as a memorandum to enter the number of documents for assignments of certified persons who refused employment, did not report for employment, or were rejected by project foremen or supervisors.

Columns 3, 4, and 5.—These columns shall be used to enter the total number of persons assigned or terminated, the number who are certified as in need, and the number who are not certified as in need. Each entry in column 3 shall equal the sum of corresponding entries in columns 4 and 5.

Persons whose certification status has changed shall be reported according to their most recent status.

Revised Nov. 8, 1941

EMPLOYMENT ON PROJECTS OPERATED BY WPA, BY TYPE OF PROJECT, CERTIFICATION STATUS, AND WAGE CLASS, WPA Form 161

- WPA Form 161. WPA Form 161 shall be used each month to report employment by type of project, certification status, and wage class on projects operated by the Work Projects Administration. The report shall be compiled from project employment reports on WPA Forms 732 and 732a for the third Tuesday of each month.
- Source of Data.
- Detail Omitted for Certain Months. Reports for March, June, September, and December shall show data for all lines and all columns of the form. Reports for the remaining months, however, shall show data for all lines in column 3, but data are required only for lines 1, 2, 23, and 49 through 62 in columns 4 through 13.
- Preparation. Instructions for filling in the columns on WPA Form 161 are as follows:
- Column 2.—Lines 1 through 54 of this column contain the type of project classification of WPA projects. Type-of-work symbols for projects to be included under each classification are listed on pages 1.H.010-1.H.011. Each entry on line 1 shall equal the sum of corresponding entries on lines 2, 23, 49, 55, and 56.
- Memorandum Items. Lines 57 through 63 of this column contain memorandum items for which employment data are required. "In-plant" and vocational school trainees on the National Defense Vocational Training Project shall be reported on lines 57 and 58, respectively. Trainees on the Airport Servicemen Training Project shall be reported on line 59, and on the Household Workers' Training Project on line 60. Residents of work camps (persons actually domiciled in camps) subject to WPA regulations shall be reported on line 61. Employment on those Nation-wide projects which are excluded from computations by States of the 95-5 ratios (i.e., ratio requirements as to employment of certified employees and employment of project wage employees) shall be reported on line 62. The number of females employed on projects operated by the Work Projects Administration shall be reported on line 63. These memorandum items summarize data which are distributed by type of project on lines 1 through 56.
- Column 3.—This column shall be used to enter the total number of persons employed. For lines showing entries in columns 4 through 12, each entry in column 3 shall equal the sum of corresponding entries in columns 4 and 5, and also shall equal the sum of corresponding entries in columns 6 and 12.
- Columns 4 and 5.—These columns shall be used to enter the number of persons employed who are certified as in need and who are not certified as in need.
- Columns 6 through 11.—These columns shall be used to enter the total number of project wage employees and the number in the Unskilled Group "B," Unskilled Group "A," Intermediate, Skilled, and Professional and Technical wage classes. Each entry in column 6 shall equal the sum of corresponding entries in columns 7 through 11.
- Column 12.—This column shall be used to enter the number of project supervisory employees, including special nonsupervisory and appointive employees in the State Supply Section.
- Column 13.—This column shall be used to enter the number of different work projects for which employment is reported.

Revised Jan. 15, 1942

Federal Works Agency
WPA Form 10-1
Revised 1/15/42FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATIONEMPLOYMENT ON PROJECTS OPERATED BY WPA, BY TYPE OF PROJECT,
CERTIFICATION STATUS, AND WAGE CLASS

Line No.	Type of project	Number of persons employed											Number of work projects
		Total	Certification status		Total	Project wage employees				Project supervisory employees			
			Certi- fied	Non- certi- fied		Unskilled Group B	Inter- mediate Group A	Skilled	Professional and technical				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	
1	Total												
2	Division of Operations—total												
3	Airport and airway												
4	Building—total												
5	Educational												
6	Other												
7	Conservation—total												
8	Land and water												
9	Other												
10	Engineering survey												
11	Highway, road, and street—total												
12	Primary road												
13	Secondary road												
14	Street and alley												
15	Other												
16	Publicly owned or operated utility—total												
17	Sewage collection and disposal												
18	Water purification and supply												
19	Other												
20	Recreational facility, except buildings												
21	Sanitation												
22	Other												
23	Division of Community Service Programs—total												
24	Public activity—total												
25	Art and museum												
26	Education												
27	Library												
28	Music												
29	Recreation												
30	Workers' service												
31	Writing												
32	Other												
33	Research and records—total												
34	Historical records survey												
35	Public records												
36	Research and survey												
37	Other												
38	Welfare—total												
39	Distribution of surplus commodities												
40	Gardening and food preservation												
41	Housekeeping aides												
42	Institutional subsidiary workers' training												
43	Production—mattresses, comforters, and quilts												
44	Production—miscellaneous items												
45	Public health and hospital work												
46	School lunch												
47	Sewing												
48	Other												
49	Division of Training and Reemployment—total												
50	Airport servicemen training												
51	Household workers' training												
52	In-plant preemployment training												
53	Vocational school training												
54	Other												
55	Public work reserve												
56	State supply section												
57	Trainees on in-plant preemployment training project											XXX	
58	Trainees on vocational school training project											XXX	
59	Trainees on airport servicemen training project											XXX	
60	Trainees on household workers' training project											XXX	
61	Work camp residents		XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	
62	Projects excluded from 90-5 ratio requirements					XXX	XXX	XXX	XXX	XXX		XXX	
63	Females employed on projects operated by WPA					XXX	XXX	XXX	XXX	XXX	XXX	XXX	
64													
65													

Date transmitted _____

Approved by: _____

Tuesday, _____, 19____

(Date)

(State Statistician)

(State Administrator)

State _____

This form printed in Washington

EMPLOYMENT ON PROJECTS OPERATED BY OTHER FEDERAL AGENCIES, BY TYPE OF PROJECT AND WAGE CLASS, WPA Form 161a

WPA Form 161a.

—Source of Data.

WPA Form 161a shall be used each month to report employment, by type of project and wage class, on projects operated by other Federal agencies. The report shall be compiled from project employment reports on WPA Form 732 for the third Tuesday of each month.

—Detail Omitted for Certain Month.

Reports for March, June, September, and December shall show data for all lines and columns of the form. Reports for the remaining months, however, shall show data for all lines in column 3, but data are required only for lines 1, 2, and 12 in columns 4 through 10.

Federal Works Agency WPA Form 161a Revised 11/6/41		FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION							
EMPLOYMENT ON PROJECTS OPERATED BY OTHER FEDERAL AGENCIES, BY TYPE OF PROJECT AND WAGE CLASS									
Line No.	Type of project	Number of persons employed							
		Total	Project wage employees					Project supervisory employees	
			Total	Unskilled		Inter- mediate	Skilled		Professional and technical
(1)	(2)	(3)	(4)	(5) Group B	(6) Group A	(7)	(8)	(9)	(10)
1	Total								
2	Inspected by Division of Operations—total								
3	Airport and airway								
4	Building								
5	Conservation								
6	Engineering survey								
7	Highway, road, and street								
8	Publicly owned or operated utility								
9	Recreational facility, except buildings								
10	Sanitation								
11	Other								
12	Inspected by Division of Community Service Programs—total								
13	Public records								
14	Research and survey								
15	Other								
16	Work camp residents		XXX	XXX	XXX	XXX	XXX	XXX	XXX
17									
18									
19									
20									

Date transmitted _____
 Approved by: _____ Tuesday _____ (Date) _____, 19____

(State Statistician)

(State Administrator)

(This form printed in Washington)

—Preparation. Instructions for filling in the columns on WPA Form 161a are as follows:

Column 2.—Lines 1 through 15 of this column contain a condensed type of project classification of WPA projects. Type-of-work symbols to be included under each classification are listed on page 1.H.012. Each entry on line 1 shall equal the sum of corresponding entries on lines 2 and 12.

—Work Camp Residents.

Residents of work camps (persons actually domiciled in camps) subject to WPA regulations shall be reported on line 16. The entry on line 16 shall be in the nature of a memorandum item summarizing data which are distributed by type of project on lines 1 through 15.

Column 3.—This column shall be used to enter the total number of persons employed. Each entry in column 3 shall equal the sum of corresponding entries in columns 4 and 10.

Columns 4 through 9.—These columns shall be used to enter the total number of project wage employees and the number in the Unskilled Group "B," Unskilled Group "A," Intermediate, Skilled, and Professional and Technical wage classes. Each entry in column 4 shall equal the sum of corresponding entries in columns 5 through 9.

Column 10.—This column shall be used to enter the number of project supervisory employees.

EMPLOYMENT ON WPA PROJECTS FOR DEFENSE, BY TYPE AND CERTIFICATION STATUS
OF PROJECT, WPA Form 161b

WPA Form 161b shall be used each week to report employment, by type and certification status of project, on WPA projects for defense. The report shall be compiled from project employment reports on WPA Forms 732 and 732a.

WPA Form 161b.
—Source of
Data.

Instructions for filling in the columns on WPA Form 161b are as follows:

—Preparation.

Column 2.—Lines 1 through 54 of this column contain the type of project classification of WPA projects. The number of persons included on line 1 who are certified as in need shall be entered on memorandum line 55. Type-of-work symbols for projects to be included under each classification are listed on pages 1.H.010-1.H.011. Each entry on line 1 shall equal the sum of corresponding entries on lines 2, 23, and 49.

Column 3.—This column shall be used to enter the total number of persons employed. Each entry in column 3 shall equal the sum of corresponding entries in columns 4 and 7.

Columns 4, 5, and 6.—These columns shall be used to enter the total number of persons employed on defense projects operated by the Work Projects Administration, the number employed on certified defense projects (Operating Designations "C," "D," "J," "L," "O," "P," "S," and "T") and the number employed on noncertified defense projects (Operating Designations "E," "K," "Q," and "U"). Each entry in column 4 shall equal the sum of corresponding entries in columns 5 and 6.

Columns 7, 8, and 9.—These columns shall be used to enter the total number of persons employed on defense projects operated by other Federal agencies, the number employed on certified defense projects (Operating Designations "X" and "Y"), and the number employed on noncertified defense projects (Operating Designation "Z"). Each entry in column 7 shall equal the sum of corresponding entries in columns 8 and 9.

revised Jan. 15, 1942

Federal Works Agency
WPA Form 1013
Revised 1/15/42

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

EMPLOYMENT ON WPA PROJECTS FOR DEFENSE, BY TYPE AND CERTIFICATION STATUS OF PROJECT

Line No.	Type of project	Number of persons employed					
		Total	Projects operated by WPA		Projects operated by other Federal agencies		
			Total	Certified projects	Noncertified projects	Total	Certified projects
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Total						
2	Division of Operations—total						
3	Airport and airway						
4	Building—total						
5	Educational						
6	Other						
7	Conservation—total						
8	Land and water						
9	Other						
10	Engineering survey						
11	Highway, road, and street—total						
12	Access road						
13	In military or naval reservations						
14	Strategic highway system						
15	Other						
16	Publicly owned or operated utility—total						
17	Sewage collection and disposal						
18	Water purification and supply						
19	Other						
20	Recreational facility, except buildings						
21	Sanitation						
22	Other						
23	Division of Community Service Programs—total						
24	Public activity—total						
25	Art and museum						
26	Education						
27	Library						
28	Music						
29	Recreation						
30	Workers' service						
31	Writing						
32	Other						
33	Research and records—total						
34	Historical records survey						
35	Public records						
36	Research and survey						
37	Other						
38	Welfare—total						
39	Distribution of surplus commodities						
40	Gardening and food preservation						
41	Housekeeping aides						
42	Institutional subsidiary workers' training						
43	Production—mattresses, comforters, and quilts						
44	Production—miscellaneous items						
45	Public health and hospital work						
46	School lunch						
47	Sewing						
48	Other						
49	Division of Training and Reemployment—total						
50	Airport servicemen training						
51	Household workers' training						
52	In-plant preemployment training						
53	Vocational school training						
54	Other						
55	Number of certified persons						
65							

Date transmitted _____

Approved by: _____

Tuesday _____, 19____

(Date)

(State Statistician)

(State Administrator)

State _____

(This form printed in Washington)

Revised Jan. 15, 1942

STATUS OF AIRPORT AND AIRWAY PROJECTS OPERATED BY WPA, WPA Form 162

WPA Form 162 shall be used each quarter to report the approved cost estimate, cumulated expenditures from WPA and sponsors' funds, and current employment on each airport and airway project operated by the Work Projects Administration. The report shall be compiled from data obtained from *Project Ledger*, WPA Form 704; *Sponsors' Ledger*, WPA Form 704a; *Warehouse Ledger*, WPA Form 704b; and *Weekly Report of Employment on WPA Projects*, WPA Form 732, at quarterly periods ending March 31, June 30, September 30, and December 31.

WPA Form 162.
—Source of Data.

Instructions for filling in the columns on WPA Form 162 are as follows:

—Preparation.

Columns 2 Through 6.—These columns shall be used to enter, for each of the airport and airway projects on which there has been financial activity or change in operating status since the preparation of the preceding report, (1) the county and city of location, (2) name of airport, (3) official project number, (4) work project number and operating designation, and (5) type-of-work symbol. Projects shall be grouped by counties, within each county by cities, and within each city by airports. The names of the counties, cities, and airports shall be arranged alphabetically. For each airport site, projects shall be listed numerically by official project number, and within an official project by work project number.

— —Order of Listing Projects.

Airport and airway projects shall include all projects identified by type-of-work symbol 730, and in addition shall include projects located at airport sites or directly affecting airports even though these projects are not identified by this type-of-work symbol. Non-construction projects pertaining to aviation, such as aviation ground schools (including the Airport Servicemen Training Project) or survey projects, also shall be included in the report.

— —Projects Included.

Column 7.—This column shall be used to enter the starting date of the first pay roll charged against the project. In the case of suspended projects which reopen, the starting date of the first pay roll after reopening also shall be shown.

Column 8.—This column shall be used to enter the date work was suspended or completed.

Column 9.—This column shall be used to enter the symbol for the operating status of each project in accordance with the following definitions:

— —Operating Status of Project.

Symbol	Status	Description
A	Active	Work was in progress as of the last day of the period being reported.
N	Not started	Work has not started, nor have expenditures been made although the project is available for operation on the basis of the issuance of a <i>Statement of Project Estimate Detail</i> , WPA Form 701.
S	Suspended	Work has been temporarily stopped but is definitely intended to be resumed at some future date.
C	Completed	Work has been permanently stopped.

Columns 10, 11, and 12.—These columns shall be used to enter for each project the total approved cost estimate, the estimated cost from WPA funds, and the estimated cost from sponsors' funds, respectively. Each entry in column 10 shall equal the sum of corresponding entries in columns 11 and 12.

Column 13.—This column shall be used to enter the cumulated amounts of expenditures from WPA and sponsors' funds. Each entry in column 13 shall equal the sum of corresponding entries in columns 14 and 17.

Columns 14, 15, and 16.—These columns shall be used to enter the cumulated amounts of expenditures from WPA funds, showing the total of such expenditures and the amounts for labor and for nonlabor, respectively. Each entry in column 14 shall equal the sum of corresponding entries in columns 15 and 16.

Columns 17, 18, and 19.—These columns shall be used to enter the cumulated amounts of expenditures from sponsors' funds (including expenditures from the Sponsors' Special Deposits Account), showing the total of such expenditures and the amounts for labor and for nonlabor, respectively. Each entry in column 17 shall equal the sum of corresponding entries in columns 18 and 19.

Column 20.—This column shall be used to enter the number of persons employed on the last Tuesday in the quarterly period.

Line 1, columns 13 through 19, shall be used to show for all projects listed on the current WPA Form 162, the increase in expenditures during the quarter-year being reported, and line 2 shall be used to show the increase for all such projects having type-of-work symbol 730.

—Memorandum
for C. A. A.
Projects.

C. A. A. Projects.—After the last project entry based on WPA Forms 704 and 704a, the notation "MEMORANDUM: C. A. A. Projects" shall be made in column 2. On the same line as the notation, column 4 shall be captioned "Official Project No."; column 5, "Work Project No."; column 6, "Amount Authorized"; and column 7, "Amount Expended." Columns 4 and 5 shall be used to list the official and work project numbers of each project for which C. A. A. funds have been authorized. For each such project there shall be entered in column 6 the amount of C. A. A. funds authorized for the project (including expenditures for C. A. A. pledges as recorded in the "C. A. A. Direct Service Account" of the supply fund), and in column 7 the amount expended against the authorized C. A. A. funds (including expenditures recorded in the "C. A. A. Direct Service Account" of the supply fund as well as those recorded under the appropriation symbols established for funds transferred in advance by the C. A. A. to the Work Projects Administration). Neither the amounts of C. A. A. funds authorized nor the amounts of such funds expended shall be included with the data reported in columns 10 through 19.

Revised Jan. 15, 1942

Federal Works Agency
WPA Form 102
Revised 11/9/41

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

Sheet _____ of _____ sheets

STATUS OF AIRPORT AND AIRWAY PROJECTS OPERATED BY WPA

Line No.	Identification			Work project			Date work started	Date work suspended or completed	Approved cost estimate			Expenditures from WPA and sponsors' funds				Employ- ment last Tuesday of period	Line No.			
	Location (county and city)	Name of airport	Official project number	Work project number and operating designation	Type- of- work symbol	All funds			WPA funds	Sponsors' funds	All funds	WPA funds		Sponsors' funds						
												Total	Labor	Nonlabor	Total			Labor	Nonlabor	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)
1	Increase during quarter	XXX	XXX	XXX	AD system	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	1
2	Increase during quarter	XXX	XXX	XXX	730	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	2
3																				3
4																				4
5																				5
6																				6
7																				7
8																				8
19																				19
20																				20
21																				21
22																				22
23																				23
24																				24
25																				25
26																				26

Date transmitted _____

Approved by: _____

(State Statistician)

(State Administrator)

Date _____

State _____

(This form printed in Washington)

STATUS OF CERTIFIED DEFENSE PROJECTS OPERATED BY WPA, WPA Form 162a

WPA Form 162a.

—Source of
Data.

WPA Form 162a shall be used each month to report the approved cost estimate, cumulated expenditures of WPA and sponsors' funds, and current employment on each certified defense project operated by WPA (Operating Designations "C," "D," "J," "L," "O," "P," "S," and "T"). The report shall be compiled from data obtained from *Project Ledger*, WPA Form 704, and *Sponsors' Ledger*, WPA Form 704a, at the end of the month and from the *Weekly Report of Employment on WPA Projects*, WPA Form 732, for the last Tuesday of the month.

—Preparation.

Instructions for filling in the columns on WPA Form 162a are as follows:

Columns 2 Through 6.—These columns shall be used to enter for each certified defense project on which there has been financial activity or change in operating status since the preparation of the preceding report (1) the county and city of project location; (2) a concise project description and, for construction projects, the name of the site constructed or improved (for utility projects and road and street projects, other than strategic highways, the name of the military, naval, or industrial establishment, airport, or defense housing development benefited by the work shall be shown); (3) official project number; (4) work project number and, as a suffix, the operating designation; and (5) the type-of-work symbol.

—Grouping
of Projects.

Projects shall be grouped by "reason for certification" according to the following categories and within each of these categories shall be arranged numerically by type-of-work symbol. The name of the appropriate category shall be shown in column 2 of WPA Form 162a.

1. Airport and airway projects (data pertaining to C. A. A. transactions shall be excluded).
2. Access roads.
3. Strategic highways.
4. Public facilities and utilities.
5. Public health.
6. R.O.T.C. and naval training facilities (only projects not classifiable under categories 1 through 5 shall be included).
7. National Guard facilities (only projects not classifiable under categories 1 through 5 shall be included).
8. Federal Communications Commission.
9. Sponsored by War or Navy Department (all projects sponsored by the War or Navy Department shall be included in this group only, even though they also are classifiable under some other category).
10. Other (projects which are specifically certified by the War or Navy Department).

Column 7.—This column shall be used to enter the starting date of the first pay roll charged against the project. In the case of suspended projects which reopen, the starting date of the first pay roll after reopening also shall be shown.

Column 8.—This column shall be used to enter the date work actually was suspended or completed or the estimated date of physical completion.

Column 9.—This column shall be used to enter the symbol for the operating status of each project in accordance with the following definitions:

Symbol	Status	Description
A	Active	Work was in progress as of the last day of the period being reported.
N	Not started	Work has not started nor have expenditures been made although the project is available for operation on the basis of the issuance of a <i>Statement of Project Estimate Detail</i> , WPA Form 701.
S	Suspended	Work has been stopped temporarily, but is definitely intended to be resumed at some future date.
C	Completed	Work has been stopped permanently.

Columns 10, 11, and 12.—These columns shall be used to enter for each project the estimated cost in WPA funds, showing the total of this estimate and the amounts for labor and nonlabor. Each entry in column 10 shall equal the sum of corresponding entries in columns 11 and 12.

Column 13.—This column shall be used to enter the estimated total cost in sponsors' funds.

Column 14.—This column shall be used to enter cumulated expenditures of WPA and sponsors' funds combined. Each entry in column 14 shall equal the sum of corresponding entries in columns 15 and 18.

Columns 15, 16, and 17.—These columns shall be used to enter cumulated expenditures of WPA funds, showing the total of such expenditures and the amounts for labor and for non-labor. Each entry in column 15 shall equal the sum of corresponding entries in columns 16 and 17.

Column 18.—This column shall be used to enter the cumulated total expenditures of sponsors' funds, including expenditures against the Sponsors' Special Deposits Account.

Column 19.—This column shall be used to enter the number of persons employed on the last Tuesday in each month.

Revised Nov. 8, 1941

Federal Works Agency
WPA Form 162aFEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

Sheet _____ of _____ sheets

STATUS OF CERTIFIED DEFENSE PROJECTS OPERATED BY WPA

Line No.	Location (County and city)	Identification Description and site	Official project number	Work project number and designation	Type-of-work symbol	Date work started	Estimated or actual physical completion date	Operating status	Approved cost estimate			Expenditures from WPA and sponsors' funds			Employment last Tuesday of month	Line No.			
									Total	Labor	Nonlabor	Sponsors' funds	All funds	Total			Labor	Nonlabor	Sponsors' funds
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)
1																			1
2																			2
3																			3
4																			4
5																			5
6																			6
7																			7
8																			8
19																			19
20																			20
21																			21
22																			22
23																			23
24																			24
25																			25
26																			26

Date transmitted _____

Approved by: _____

(State Statistician)

(State Administrator)

Month ending _____, 19____

State _____

(This form printed in Washington)

NONLABOR EXPENDITURES FOR PROJECTS OPERATED BY WPA, BY OBJECTIVE CLASSIFICATION AND SOURCE OF FUNDS, WPA Form 163

WPA Form 163 shall be used each month to report, by objective classification and source of funds, nonlabor expenditures on projects operated by the Work Projects Administration. The report shall show expenditures cumulative from October 1, 1941, through the close of each month. Data for the report shall be compiled from other than personal-service vouchers and from documents certifying sponsors' nonlabor contributions.

WPA Form 163.
—Source of
Data.

The expenditure totals on WPA Form 163 shall agree with corresponding figures derived from Major Program Classification (Group I) Ledger for WPA funds, and with figures derived from the Sponsors' Expenditures and Special Deposit (Group IV) Ledger.

—Agreement
With Group
I and Group IV.

The following paragraphs pertaining to transfer vouchers provide specific instructions for the major transactions requiring special treatment in order to bring this report into agreement with the Major Program Classification (Group I) Ledger.

Except for transfers involving administrative funds, vouchers effecting transfers within an appropriation symbol shall not be included in this report. Instructions for transfers involving administrative funds are provided in the following paragraph.

For projects operated by the Work Projects Administration, the nonlabor portion of vouchers effecting transfers between States or between a State and the central office shall be included in the reports of both the transferring and the receiving State when both sides of the transaction are under the same appropriation symbol. Such vouchers shall be treated as reductions of expenditures by the transferring State and as increases of expenditures by the receiving State. Transfers from administrative funds to funds for projects operated by the Work Projects Administration shall be classified by object and shall be included in the report as increases of expenditures. Transfers from funds for projects operated by the Work Projects Administration to administrative funds shall be classified by object and shall be included as reductions of expenditures.

—Expenditure
Transfers
Between
States.

Vouchers effecting transfers between appropriation symbols shall be given special treatment. The total amount of each such transfer shall be classified by object according to coding instructions in Appendix H. Since the side of the transaction effecting a transfer from an appropriation symbol is treated as an increase in that appropriation, this side of the transaction shall not be included in the report. The side of the transaction effecting a transfer to an appropriation symbol is treated as an expenditure of that appropriation, however, and the nonlabor amount classified by object shall be included in the report.

—Expenditure
Transfers
Between
Appropriation
Symbols.

Where a discount appearing on a voucher form is applicable to more than one code, the discount shall be apportioned to each code on the basis of its relationship to the gross figure shown on the voucher.

Instructions for filling in the columns of WPA Form 163 are as follows:

—Preparation.

Columns 1 and 2.—These columns contain the code numbers and detailed objective classification of expenditures. Items to be included in each code are described in part III of Appendix H.

Columns 3, 4, and 5.—These columns shall be used to enter (in dollars and cents) expenditures cumulated from October 1, 1941, from all funds, WPA funds, and sponsors' funds, including expenditures against the Sponsors' Special Deposits Account. Each entry in column 3 shall equal the sum of corresponding entries in columns 4 and 5.

Federal Works Agency
WPA Form 163
Revised 11/8/41

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

NONLABOR EXPENDITURES FOR PROJECTS OPERATED BY WPA, BY OBJECTIVE
CLASSIFICATION AND SOURCE OF FUNDS

Code No.	Objective classification	Total	WPA funds	Sponsors' funds
(1)	(2)	(3)	(4)	(5)
3-51	Total			
3-37	Materials, supplies, and equipment—total			
3	Cement			
4	Clay products			
5	Concrete products			
6	Crushed stone			
7	Sand and gravel			
8	Stone and glass products*			
9	Cast-iron pipe and fittings			
9a	Other metal pipe and fittings			
10	Hand tools			
11	Hardware*			
12	Nonferrous metals*			
13	Plumbing, heating, and ventilating equipment			
14	Structural and reinforcing steel			
15	Iron and steel products*			
16	Composition building products*			
18	Lumber			
19	Bituminous products			
20	Cotton goods			
21	Textile products*			
22	Electrical equipment			
23	Paving and other construction equipment			
24	Machinery and equipment*			
25	Transportation equipment			
25a	Machinery and equipment supplies			
26	Explosives			
27	Chemicals			
28	Paints and varnishes			
29	Petroleum products			
30	Coal and coke			
32	Food products			
33	Landscaping materials			
34	Office equipment			
36	Rubber products			
37	Miscellaneous*			
39-49	Rentals and services—total			
39	Motor vehicles			
40	Trains and wagons			
41	Construction equipment			
42	Other equipment*			
43	Space rentals			
44	Utility services			
45	Travel			
46	Transportation of things			
47	Communication services			
48	Printing and binding			
49	Contractual services*			
50	Land, etc.			XXX
51	Pay roll deductions		XXX	

* Not elsewhere classified.

Date transmitted _____

Approved by: _____

October 1, 1911, through _____, 19__

(State Statistician)

(State Administrator)

State _____

(This form printed in Washington)

Revised Nov. 8, 1941

EXPENDITURES OF FUNDS APPROPRIATED FOR THE FISCAL YEAR FOR PROGRAMS OPERATED BY WPA, BY OBJECTIVE CLASSIFICATION AND APPROPRIATION SYMBOL, WPA Form 163a

WPA Form 163a shall be used each month to report, by objective classification and appropriation symbol, cumulative expenditures of funds appropriated for each fiscal year (beginning with October 1, 1941, for the Emergency Relief Appropriation Act, fiscal year 1942) for programs operated by the Work Projects Administration. The term "programs operated by the Work Projects Administration" includes projects operated by the Work Projects Administration, the supply fund, administrative expenses, damage claims, other programs for which the appropriation symbol contains the WPA agency code "65," and U. S. employees' compensation payments. Notice to discontinue reporting for a given act will be issued by the central office.

WPA Form 163a.

—Use.

Data for personal services shall be derived from the Appropriation and Expenditure Symbol (Group II) Ledger, and data for other than personal services shall be compiled from vouchers covering nonlabor items.

—Source of Data.

For each appropriation symbol, totals on WPA Form 163a shall agree with corresponding figures in the Appropriation and Expenditure Symbol (Group II) Ledger.

—Agreement With Group II Ledger.

The following paragraphs pertaining to transfer vouchers provide specific instructions for the major transactions requiring special treatment in order to bring this report into agreement with the Appropriation and Expenditure Symbol (Group II) Ledger.

Vouchers effecting transfers within an appropriation symbol shall not be included.

The nonlabor portion of vouchers effecting transfers between States or between a State and the central office shall be included in the regular reports of both the transferring and the receiving State when both sides of the transaction are under the same appropriation symbol. Such vouchers shall be treated as reductions of expenditures by the transferring State and as increases of expenditures by the receiving State.

—Expenditure Transfers Between States.

Vouchers effecting transfers between appropriation symbols shall be given special treatment. The total amount of each such transfer shall be classified by object according to coding instructions in Appendix H. The same objective classification shall be applied to both sides of the transactions; that is, to the amounts for the appropriation symbol from which and to which the transfer is made. Since the side of the transaction effecting a transfer from an appropriation symbol is treated as an increase in that appropriation, this side of the transaction shall not be included in the regular report. The side of the transaction effecting a transfer to an appropriation symbol is treated as an expenditure of that appropriation, however, and the nonlabor amount classified by object shall be included in the regular report. In addition to the regular report, a supplemental report shall be prepared on WPA Form 163a to include (1) the amounts of the transfers classified by object, including the amounts for labor, under the appropriation symbols from which the transfers were made (this includes transfers to other agencies, such as transfers for reimbursements by the C. A. A.); and (2) the amounts of any other reimbursements, classified by object. In order to identify this supplemental report, the phrase "Supplemental report of reimbursements" shall be inserted in the upper right corner of the form.

—Expenditure Transfers Between Appropriation Symbols.

Where a discount appearing on a voucher form is applicable to more than one code, the discount shall be apportioned to each code on the basis of its relationship to the gross figure shown on the voucher.

—Preparation. Instructions for filling in the columns of WPA Form 163a are as follows:

Columns 1 and 2.—These columns contain the code numbers and condensed objective classification of expenditures. Items to be included in each code are described in part III of Appendix H.

Columns 3 Through 12.—These columns shall be used to enter (in dollars and cents) expenditures of WPA funds cumulated from October 1 for the Emergency Relief Appropriation Act, fiscal year 1942. For future ERA acts, these columns shall be used to enter (in dollars and cents) expenditures of WPA funds cumulated from July 1 of the appropriate year for each act. Each entry in column 3 shall equal the sum of corresponding entries for each appropriation symbol listed in columns 4 through 12.

Federal Works Agency WPA Form 163a		FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION									
EXPENDITURES OF FUNDS APPROPRIATED FOR THE FISCAL YEAR FOR PROGRAMS OPERATED BY WPA, BY OBJECTIVE CLASSIFICATION AND APPROPRIATION SYMBOL											
ERA ACT, FISCAL YEAR 19____											
Code number (1)	Objective classification (2)	Appropriation symbol									
		Total (3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1-52	Total										
1	Personal services										
45	Travel										
46	Transportation of things										
47	Communication service										
39-44	Rents and utility services										
48	Printing and binding										
49	Other contractual services										
3-9a, 11-12, 14-21, 25a-33, 36-37	Supplies and materials										
10, 13, 22-25, 34	Equipment purchased										
52	Compensation										
51	Pay roll deductions										

Date transmitted _____ October 1, 1941 through _____

Approved by: _____

(State Statistician)

(State Administrator) State _____

(This form printed in Washington)

Revised Nov. 8, 1941

EMPLOYMENT ON PROJECTS OPERATED BY OTHER FEDERAL AGENCIES, BY CERTIFICATION STATUS, WPA Form 165a

WPA Form 165a shall be used each week to report employment by certification status on each project operated by other Federal agencies. The report shall be compiled from project employment reports on WPA Form 732.

WPA Form 165a.
—Source of
Data.

Federal Works Agency WPA Form 165a Revised 11/8 41		FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION		
EMPLOYMENT ON PROJECTS OPERATED BY OTHER FEDERAL AGENCIES, BY CERTIFICATION STATUS				
Line No.	Agency and official project number	Number of persons employed		
		Total	Certified	Noncertified
(1)	(2)	(3)	(4)	(5)
1	Total—all agencies			
2				
3				
29				
30				

Date transmitted _____

Approved by: _____ Tuesday _____, 19____
(State Statistician) (Date)

_____ State _____
(State Administrator)

(This form printed in Washington)

Instructions for filling in the columns of WPA Form 165a are as follows:

—Preparation.

Column 2.—Total employment for all projects operated by other Federal agencies shall be reported on line 1. Separate totals shall be shown for each department and for each agency under each department. Employment for each official project operated by a given agency shall be reported separately on the lines immediately following the line showing totals for the agency.

The operating departments and agencies shall be listed in alphabetical order as indicated by the following illustration:

—Listing
of Agencies.

Department of Agriculture—total
Entomology and Plant Quarantine—total
O. P. No. _____
O. P. No. _____
O. P. No. _____
Forest Service—total
O. P. No. _____
O. P. No. _____
O. P. No. _____
Soil Conservation Service—total
O. P. No. _____
O. P. No. _____
Department of Commerce—total
Coast and Geodetic Survey—total
O. P. No. _____
Veterans' Administration—total
O. P. No. _____

Columns 3, 4, and 5.—These columns shall be used to enter the total number of persons employed, the number employed who are certified as in need, and the number employed who are not certified as in need. Each entry in column 3 shall equal the sum of corresponding entries in columns 4 and 5.

EMPLOYMENT ON WPA PROJECTS IN SELECTED AREAS, BY PROGRAM, WPA Form 165b

WPA Form 165b.

—Source of
Data.

WPA Form 165b shall be used each month to report employment, by program, on WPA projects in the selected areas specified in part I of Appendix H. The report shall be compiled from project employment reports on WPA Forms 732 and 732a for the third Tuesday of each month.

Line No.	Area and program	Number of persons employed
(1)	(2)	(3)
1	—total	
2	Projects operated by WPA	
3	Projects operated by other Federal agencies	
4	—total	
5	Projects operated by WPA	
6	Projects operated by other Federal agencies	
7	—total	
8	Projects operated by WPA	
9	Projects operated by other Federal agencies	
10	—total	
11	Projects operated by WPA	
12	Projects operated by other Federal agencies	
13	—total	
14	Projects operated by WPA	
15	Projects operated by other Federal agencies	
16	—total	
17	Projects operated by WPA	
18	Projects operated by other Federal agencies	
19	—total	
20	Projects operated by WPA	
21	Projects operated by other Federal agencies	

Date transmitted _____

Approved by: _____ Tuesday _____ (Date), 19____

(State Statistician)

(State Administrator) State _____

(This form printed in Washington)

—Preparation.

Instructions for filling in the columns of WPA Form 165b are as follows:

—Listing
of Areas.

Column 2.—This column shall be used to enter the name of the city or county for which employment data are to be reported. Three lines shall be used to report the employment for each area. On the first line for each area, the number of persons employed on all WPA projects shall be reported, and these entries shall equal the sum of entries on the second and third lines. The number of persons employed on projects operated by the Work Projects Administration and on projects operated by other Federal agencies shall be reported on the second and third lines. So far as possible, employment in the State Supply Section and on State-wide projects shall be allocated to the city or county in which the work is being done.

Column 3.—This column shall be used to report the number of persons employed in each area and on each of the designated programs in each area.

Revised Nov. 8, 1941

EMPLOYMENT ON FEDERAL PROJECTS OPERATED BY WPA, WPA Form 165c

WPA Form 165c shall be used each month to report employment on each Federal project operated by the Work Projects Administration. The report shall be compiled from project employment reports on WPA Forms 732 and 732a for the third Tuesday of each month.

WPA Form 165c.
—Source of Data.

Federal Works Agency WPA Form 165c Revised 11/8/41		FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION
EMPLOYMENT ON FEDERAL PROJECTS OPERATED BY WPA		
Line No.	Sponsoring agency and official project number	Number of persons employed
(1)	(2)	(3)
1	Total—all agencies	
2		
3		
29		
30		
Date transmitted _____		
Approved by: _____		Tuesday _____, 19____
(State Statistician)		(Date)
_____		State _____
(State Administrator)		

(This form printed in Washington)

Instructions for filling in the columns of WPA Form 165c are as follows:

—Preparation.

Column 2.—Total employment for Federal projects operated by the Work Projects Administration (Major Program Classifications 150, 200, and 500) shall be reported on line 1. Separate totals shall be shown for each department and for each agency under each department. Employment for each official project sponsored by a Federal agency shall be reported separately on the lines immediately following the line showing the total for that agency.

The sponsoring agencies shall be listed in alphabetical order as indicated by the following illustration:

—Listing of Agencies.

Department of Agriculture—total
Entomology and Plant Quarantine—total
O. P. No. _____
O. P. No. _____
O. P. No. _____
Forest Service—total
O. P. No. _____
O. P. No. _____
Soil Conservation Service—total
O. P. No. _____
O. P. No. _____
Department of Commerce—total
Coast and Geodetic Survey—total
O. P. No. _____
Veterans' Administration—total
O. P. No. _____
O. P. No. _____

Column 3.—This column shall be used to enter the employment applicable to each entry in column 2.

Revised Nov. 8, 1941

EMPLOYMENT IN STATE SUPPLY SECTION, WPA Form 169

WPA Form 169.

— Source of
Data.

WPA Form 169 shall be used each month to report employment, by type of activity and wage status, in the State Supply Section. The State Statistician shall arrange to obtain the data required for this report in conjunction with the employment reports on WPA Form 732 for the third Tuesday in each month.

Federal Works Agency WPA Form 169 Revised 11/8/41		FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION				
EMPLOYMENT IN STATE SUPPLY SECTION						
Line No.	Type of activity	Number of persons employed				
		Total	Project wage	Monthly salary		Appointive
				Project supervisory	Special nonsupervisory	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Total					
2	General-service activities—total					
3	Control Unit					
4	Storage Unit					
5	Property Accounting Unit					
6	Direct-service activities					

Date transmitted _____

Approved: _____ (State Statistician) Tuesday _____ (Date) 19____

_____ (State Administrator) State _____

(This form printed in Washington)

—Preparation.

Instructions for filling in the columns of WPA Form 169 are as follows:

Column 2.—This column contains the classification of State Supply Section activities based on the organization provided on pages 2.10.016-2.10.028. Each entry on line 1 shall equal the sum of corresponding entries on lines 2 and 6. Each entry on line 2 shall equal the sum of corresponding entries on lines 3, 4, and 5.

Column 3.—This column shall be used to enter the total number of persons employed. Each entry in column 3 shall equal the sum of corresponding entries in columns 4 through 7.

Columns 4 Through 7.—These columns shall be used to enter the number of project wage, project supervisory, special nonsupervisory, and appointive employees.

Revised Nov. 6, 1941

**NUMBER AND SCHEDULED EARNINGS OF PROJECT WAGE EMPLOYEES EXEMPTED FROM
STANDARD LIMITATIONS OF HOURS OF WORK ON PROJECTS OPERATED BY WPA,
WPA Form 171**

WPA Form 171 shall be used each month to report employment as of the third Tuesday of the month and scheduled earnings per fiscal month for project wage employees exempted from standard limitations of hours of work on projects operated by the Work Projects Administration. The State Statistician shall arrange to obtain the data required for this report in conjunction with weekly employment reports on WPA Form 732 from the projects employing exempted persons.

Separate reports shall be prepared for each project wage class; the name of the wage class shall be entered on each report in the space provided at the top of the form. In-plant preemployment trainees shall be included in the report for Unskilled Group "A."

WPA Form 171.

—Source
of Data.

—Separate
Reports by
Wage Class.

Federal Works Agency WPA Form 171 Revised 11-8-44.		FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION							
NUMBER AND SCHEDULED EARNINGS OF PROJECT WAGE EMPLOYEES EXEMPTED FROM STANDARD LIMITATIONS OF HOURS OF WORK ON PROJECTS OPERATED BY WPA									
Wage Class _____									
Line No.	Official project number	Work project number and operating designation	Number of exempted persons employed	Hours per person per 4-week period under exempted limitations	Earnings per person per 4-week period under—		Scheduled earnings per 4-week period under—		
					Exempted limitations of hours	Standard limitations of hours	Exempted limitations of hours (col. 4 + 6)	Standard limitations of hours (col. 4 + 7)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	
1	Total			XXX	XXX	XXX			
2									
3									
4									
5									

Date transmitted _____

Approved by: _____ Today _____ 19____

(State Statistician)

State Administrator _____

THIS FORM PRINTED IN AMERICAN

Instructions for filling in the columns on WPA Form 171 are as follows:

—Preparation.

Columns 2 and 3.—The official project and work project numbers for which project wage employees have been exempted from standard limitations of hours of work shall be listed in these columns. Each work project number in column 3 shall be followed by the letter indicating the operating designation of the project as a suffix to the work project number.

—Listing
of Projects.

Column 4.—The number of project wage employees who have been exempted from standard limitations of hours of work shall be reported in this column. However, data for persons temporarily scheduled to work in excess of the standard limitation of hours, due to making up lost time, to an emergency involving public welfare, or to the necessity of protecting work already done on a project, shall be excluded from this report.

—Number
of Persons.

Any projects to which employees have been assigned hours of work differing from standard limitations without corresponding changes in earnings (for example, vocational school trainees on the National Defense Vocational Training Project, Official Project No. 165-2-00-1, may be so assigned) shall be reported as memorandum items at the end of the report. No data shall be reported in columns 6 or 8 of such memorandum items, and the data reported in columns 4 and 9 shall not be included in the totals for these columns on line 1.

If different groups of exempted persons in the same wage class and on the same work project are exempted for different number of hours per 4-week period, or are paid in accordance with the wage schedule of different wage areas, each such group shall be reported on a separate line.

1.7.046 • ORGANIZATION AND ADMINISTRATION

— —Hours
of Work.

Column 5.—Total assigned hours of work per person per 4-week period under exempted limitations in effect as of the date of the report shall be reported in this column.

— —Earnings
per 4-Week
Period.

Column 6.—The earnings per person per 4-week period under exempted limitations as to hours of work shall be reported in this column.

Column 7.—The earnings per person per 4-week period under standard limitations as to hours of work (120 hours per 4-week period) shall be entered in this column. Except for in-plant preemployment trainees, the scheduled earnings per 4-week period as increased by Amendment No. 1 to General Order No. 4 shall be entered in this column. For in-plant preemployment trainees, entries in this column shall be derived by multiplying the authorized hourly rate (learner's hourly rate) by 120 hours.

— —Scheduled
Earnings.

Column 8.—Scheduled earnings per 4-week period under exempted limitations of hours shall be reported to the nearest dollar in this column. For each line of the report except the total on line 1 and the memorandum lines described above, this figure shall be obtained by multiplying the number of persons reported in column 4 by the scheduled earnings per 4-week period reported in column 6.

Column 9.—Scheduled earnings per 4-week period under standard limitations of hours of work shall be reported to the nearest dollar in this column. For each line of the report except the total on line 1, this figure shall be obtained by multiplying the number of persons reported in column 4 by the earnings per person per 4-week period reported in column 7.

Revised Nov. 8, 1941

NUMBER AND SCHEDULED MONTHLY EARNINGS OF PROJECT WAGE EMPLOYEES ON PROJECTS OPERATED BY WPA, BY WAGE SCHEDULE AND WAGE CLASS, WPA Form 172

WPA Form 172 shall be used each month to report, by wage schedule and wage class, employment, scheduled monthly earnings, and average scheduled monthly earnings of project wage employees on projects operated by the Work Projects Administration. All project wage employees included in weekly employment reports on WPA Form 732 for the third Tuesday of each month shall be included in this report.

WPA Form 172.
—Source of Data.

General Order No. 4 established separate wage schedules for counties in which the 1940 population of the largest municipality was 100,000 or more, 25,000 to 100,000, 5,000 to 25,000 and fewer than 5,000. These schedules are coded as wage schedules 1, 2, 3, and 4, respectively, in the following instructions and on WPA Form 172. Changes in wage schedules which have been made on the basis of authorized schedules of hours of work differing from standard limitations (130 hours per calendar month) shall not affect the wage schedule distribution of employees and standard earnings in Sections A and B of this report. However, these sections shall reflect wage adjustments for metropolitan districts as prescribed by General Order No. 4 and for selected projects as authorized by the Division of Employment.

—Wage Schedule Coding.

Wage schedules other than the four standard schedules listed in the preceding paragraph may be used for some project wage employees in some States. Such schedules shall be coded as wage schedule 5. An example of this is the use of a wage schedule applicable to another wage region for the employees of some unit or units of a project or projects or of all projects located in some area or areas within a State. Other examples of this are (1) the employment of certified employees assigned as trainees on a household workers' training project at a wage rate amounting to 50 percent of the Unskilled "B" wage rate applicable to the locality, and (2) trainees employed for in-plant preemployment training at wage rates differing from the standard wage schedule.

Instructions for filling in the sections of WPA Form 172 are as follows:

—Preparation.

Section A.—This section shall be used to report project wage employment by wage class and wage schedule. For each wage schedule, total project wage employment shall be entered in column 3 and employment by wage class in columns 4 through 8. Entries on line 1 shall equal the sum of entries on lines 2, 3, 4, 5, and 6 in each column.

—Employment by Wage Schedule.

Section B.—This section shall be used to report standard scheduled monthly earnings of project wage employees by wage class and wage schedule. Each entry on lines 8 through 11 for columns 4 through 8 shall be obtained by multiplying the number of employees reported in the corresponding cell of Section A by the standard monthly (calendar month) rate applicable for such employees in accordance with Amendment No. 1 to General Order No. 4. For example, in wage region 1 the number of employees reported on line 2 in column 4 would be multiplied by \$57.20 (the Unskilled "B" monthly wage rate applicable to employees in counties in which the 1940 population of the largest municipality was 100,000 or more), and this product would be entered on line 8 in column 4. The entry on line 12 for each wage class shall be the sum of the products obtained by multiplying each wage schedule 5 wage rate (using the rate for standard limitations of hours of work) by the number of persons employed at this rate. For in-plant preemployment trainees, the entry in column 5 on line 12 shall equal the sum of the products obtained by multiplying the earnings per 130-hour period (trainees' hourly rate times 130 hours) at each plant by the number of trainees employed at the plant. Entries on line 7 shall equal the sum of entries on lines 8, 9, 10, 11, and 12 in each column.

—Scheduled Monthly Earnings.

This method of computing the amounts to be entered in the various cells of Section B disregards changes in scheduled monthly earnings of project wage employees exempted from standard limitations of hours of work.

Section C.—This section shall be used to report the number and scheduled monthly earnings of project wage employees exempted from standard limitations of hours of work. The entries on line 13 shall be the same as the entry reported on the "total" line in column 4 of WPA Form 171 for the same date and the same wage class. The entries on line 14 shall be 13/12 times the total reported on the "total" line in column 8 of WPA Form 171 for the same date and the same wage class. The entries on line 15 shall be 13/12 times the total reported on the "total" line in column 9 of WPA Form 171 for the same date and the same wage class.

—Exemptions From Standard Limitations of Hours.

Federal Works Agency
WPA Form 172
Revised 11/8/41FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATIONNUMBER AND SCHEDULED MONTHLY EARNINGS OF PROJECT WAGE EMPLOYEES ON
PROJECTS OPERATED BY WPA, BY WAGE SCHEDULE AND WAGE CLASS

Line No.	Item	Wage class					
		Total	Unskilled		Intermediate	Skilled	Professional and technical
			Group B	Group A			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Section A. Number of Employees by Wage Schedule							
1	Total						
2	Wage schedule 1						
3	Wage schedule 2						
4	Wage schedule 3						
5	Wage schedule 4						
6	Wage schedule 5						
Section B. Scheduled Monthly Earnings by Wage Schedule (Computed on basis of 130 hours of work per month)							
7	Total						
8	Wage schedule 1						
9	Wage schedule 2						
10	Wage schedule 3						
11	Wage schedule 4						
12	Wage schedule 5						
Section C. Number and Scheduled Monthly Earnings of Exempted Employees							
13	Number of employees						
14	Earnings at exempted hours						
15	Earnings at standard hours						
16	Increase due to exemptions						
Section D. Average Scheduled Monthly Earnings							
17	Excluding exemptions						
18	Increase due to exemptions						
19	Including exemptions						
20							
21							
22							
23							
24							
25							

Date transmitted _____

Approved by: _____ Tuesday _____, 19____

(State Statistician) _____ (Date)

(State Administrator) _____ State _____

(This form printed in Washington)

Entries on line 16 shall be obtained by subtracting the amount reported on line 15 from the amount reported on line 14 in each column of the report. The foregoing multiplications by 13/12 are for the purpose of converting full-time earnings from a 4-week fiscal-period basis to a calendar-month basis.

—Average
Scheduled
Monthly
Earnings.

Section D.—This section shall be used to report average scheduled monthly earnings of all project wage employees. The average for each column on line 17 shall be computed by dividing the amount reported on line 7 by the number of employees reported on line 1 of the same column. The average for each column on line 18 shall be computed by dividing the amount reported on line 16 by the number of persons reported on line 1 of the same column. The average for each column on line 19 shall equal the sum of entries on lines 17 and 18 in the same column.

The total reported in column 3 on each line of Sections A, B, and C shall equal the sum of corresponding entries in columns 4 through 8.

Amounts reported in Sections B and C shall be rounded to the nearest dollar. Averages reported in Section D shall be rounded to the nearest cent.

An explanation of the entries for wage schedule 5 shall be made either on the face or the reverse side of the report form.

Added Nov. 8, 1941

NUMBER OF TRAINEES EMPLOYED BY WPA ON DEFENSE PROJECTS FOR VOCATIONAL SCHOOL, IN-PLANT PREEMPLOYMENT, AND AIRPORT SERVICEMEN TRAINING, BY LOCATION, COURSE, AND SEX, WPA Form 174

WPA Form 174 shall be used each month to report the number of trainees employed by the Work Projects Administration on the National Defense Vocational Training Project, including both vocational school and in-plant preemployment trainees, and on the Airport Servicemen Training Project. The report shall be compiled from project employment reports on WPA Form 732 for the third Tuesday of each month.

The State Statistician shall arrange for special weekly reports of employment on WPA Form 732 from units of these projects. Total employment shall be reported on lines 1, 2, and 3 of WPA form 732 in the usual manner, and the number of trainees included on line 1 shall be reported separately on line 4. "In-plant preemployment," "vocational school," or "airport" shall be inserted in the upper left corner of WPA Form 732 to indicate the kind of trainees included in the report. Trainees receiving WPA in-plant preemployment training at an industrial plant and trainees receiving vocational training courses at a vocational school (such schools being located at public schools, colleges, or wherever facilities are provided for the use of the vocational school system) shall be designated as "in-plant preemployment" and "vocational school" trainees, respectively. Trainees on the Airport Servicemen Training Project shall be designated as "airport" trainees. For "in-plant preemployment" and "airport" trainees, separate reports on WPA Form 732 shall be prepared for each industrial plant or airport at which they are employed, and the name and location of the plant or airport shall be shown in the upper right corner of the report. For "vocational school" trainees, it is suggested that separate reports on WPA Form 732 be prepared for each course at each school, and the name and location of the school shall be entered in the upper right corner and the title of the course in the lower left corner of the report; however, a supplemental report for each school, listing employment by courses, may be used for this purpose.

WPA Form
174.

—Source of
Data.

—Special
Report on WPA
Form 732.

Federal Works Agency WPA Form 174		LOCAL WORK AGENCY WORK PROJECTS AND MEN'S TRAINING		
NUMBER OF TRAINEES EMPLOYED BY WPA ON DEFENSE PROJECTS FOR VOCATIONAL SCHOOL, IN-PLANT PREEMPLOYMENT, AND AIRPORT SERVICEMEN TRAINING, BY LOCATION, COURSE, AND SEX				
Line No.	Name and location of school, industrial plant, or airport	Title of course	Number of trainees	
			Total	Female
(1)		(3)	(4)	(5)
1	National defense vocational training project	XXX		
2	Vocational school trainees—total	XXX		
3				
4				
5				
Date transmitted _____				
Approved by: _____, 19__				
State Statistician _____				
State Administrator _____				

—Preparation. Instructions for filling in the columns on WPA Form 174 are as follows:

Columns 2 and 3.—Beginning on line 3, the name and location of each school providing vocational training under the National Defense Vocational Training Project shall be entered in column 2, and the titles of the courses at each school in column 3. Where more than one course is being conducted at one school, the word "total" shall be entered in column 3 opposite the name of the school, and the title of each course shall be shown on subsequent lines, using a separate line for each course but without repeating the name and location of the school in column 2.

Following the last entry for "vocational school" trainees, a line shall be used to show "In-plant preemployment trainees—total." Immediately after this line, the name and location of each industrial plant at which "in-plant preemployment" trainees are employed shall be listed in column 2.

Following the last entry for "in-plant preemployment" trainees, a line shall be used to show "Airport servicemen training project—total." Immediately after this line, the name and location of each airport at which "airport" trainees are employed shall be listed in column 2.

No entry shall be made in column 3 for "in-plant preemployment" or "airport" trainees.

The location in column 2 shall be the city and county where the school, plant, or airport is situated. The names of schools, plants, or airports shall be grouped by cities, the cities to be arranged alphabetically. For each type of training, subtotals shall be entered for each city in which more than one school, plant, or airport is located.

Columns 4 and 5.—The total number of trainees and the number of female trainees shall be reported in columns 4 and 5, respectively.

Added Nov. 8, 1941

NUMBER OF TRAINEES CURRENTLY AND PREVIOUSLY EMPLOYED BY WPA ON DEFENSE PROJECTS FOR VOCATIONAL SCHOOL, IN-PLANT PREEMPLOYMENT, AND AIRPORT SERVICEMEN TRAINING, BY EMPLOYMENT AND TRAINING STATUS, RACE, AND SEX, WPA Form 175

WPA Form 175 shall be used each month to report, by employment and training status, race, and sex, the number of trainees who have been employed on the National Defense Vocational Training Project or on the Airport Servicemen Training Project at any time from the beginning of operation of each project through the third Tuesday of the month. The files of *Defense Industries Registry Card*, WPA Form 453, shall be used as the basis for each section of this report.

WPA Form 175.
—Source of Data.

In order to provide separate data for each kind of training, the report is divided into three sections as follows:

—Types of Training Reported Separately.

Section A, Vocational School Trainees.—This section shall include all trainees currently and previously employed in vocational school training on the National Defense Vocational Training Project. Since vocational school training may be provided in public schools, colleges, etc., wherever facilities are provided for the use of the vocational school system, special care must be taken to distinguish between these trainees and the in-plant preemployment trainees who are to be reported in Section B.

Section B, In-Plant Preemployment Trainees.—This section shall include all trainees currently and previously employed on WPA in-plant preemployment training on the National Defense Vocational Training Project.

Section C, Airport Trainees.—This section shall include all persons currently and previously employed on the Airport Servicemen Training Project.

Instructions for filling in the columns of WPA Form 175 are as follows:

—Preparation.

Column 2.—This column shows the classification for which data shall be reported. Entries on each of the lines below the line for "Separated-total" in each section of the report shall take precedence over entries on the following lines. For example, a vocational school trainee who is known to have obtained private or public employment other than WPA employment, but who was reemployed on some other WPA project on the date of the report, shall be included on line 8 but shall be excluded from line 10. Another example: A trainee who had received vocational school training, later obtained private employment, then was assigned for WPA in-plant preemployment training, and still later obtained another job in private employment would be included on lines 1, 3, 5, and 8 of Section A, and on lines 12, 14, and 19 of Section B.

—Classifications Reported.

Lines 1, 12, and 23 shall be used to enter the total number of trainees who have been employed by the Work Projects Administration for the kind of training reported in Sections A, B, and C, respectively, at any time from the beginning of such training through the date of the report. Data reported on these lines shall not include assigned persons who were rejected prior to employment, but shall include all trainees who have been employed regardless of the length of the training period. Each entry on lines 1, 12, and 23 shall equal the sum of corresponding entries on lines 2 and 3, 13 and 14, and 24 and 25, respectively.

Lines 2, 13, and 24 shall be used to enter the number of trainees who were employed by the Work Projects Administration for the kind of training reported in Sections A, B, and C, respectively, on the date of the report. Column 3 entries on lines 2, 13, and 24 shall equal the number of vocational school, in-plant preemployment, and airport trainees, respectively, as reported on other employment reports for the same date.

Lines 3, 14, and 25 shall be used to enter the number of trainees who were separated from employment by the Work Projects Administration for the kind of training reported in Sections A, B, and C, respectively, prior to the date of the report. Each entry on lines 3, 14, and 25 shall equal the sum of corresponding entries on lines 4, 5, 8, 9, 10, and 11, on lines 15, 16, 19, 20, 21, and 22, and on lines 26, 27, 30, 31, 32, and 33, respectively.

Lines 4, 15, and 26 shall be used to enter the number of trainees who were separated from employment by the Work Projects Administration for the kind of training reported in Sections A, B, and C, respectively, prior to the completion of training because they were found unsuited for training.

Federal Works Agency
WPA Form 175FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATIONNUMBER OF TRAINEES CURRENTLY AND PREVIOUSLY EMPLOYED BY WPA ON DEFENSE PROJECTS
FOR VOCATIONAL SCHOOL, IN-PLANT PREEMPLOYMENT, AND AIRPORT SERVICEMEN
TRAINING, BY EMPLOYMENT AND TRAINING STATUS, RACE, AND SEX

Line No.	Employment status	Total	Training status		Race			Female
			Training completed	Training not completed	White	Negro	Other	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Section A. Vocational School Trainees

1	Total							
2	Currently employed		XXX					
3	Separated—total							
4	Unsuited for training		XXX					
5	Given another kind of training—total							
6	With intervening other employment							
7	Without intervening other employment							
8	Obtained other employment							
9	Unknown reason							
10	Other WPA employment							
11	All other							

Section B. In-Plant Preemployment Trainees

12	Total							
13	Currently employed		XXX					
14	Separated—total							
15	Unsuited for training		XXX					
16	Given another kind of training—total							
17	With intervening other employment							
18	Without intervening other employment							
19	Obtained other employment							
20	Unknown reason							
21	Other WPA employment							
22	All other							

Section C. Airport Trainees

23	Total							
24	Currently employed		XXX					
25	Separated—total							
26	Unsuited for training		XXX					
27	Given another kind of training—total							
28	With intervening other employment							
29	Without intervening other employment							
30	Obtained other employment							
31	Unknown reason							
32	Other WPA employment							
33	All other							

Date transmitted _____

Approved by:

Tuesday _____, 19____

(State Statistician)

(State Administrator)

State _____

(This form printed in Washington)

Added Nov. 8, 1941

Lines 5, 16, and 27 shall be used to enter the number of trainees who were separated from employment by the Work Projects Administration for the kind of training reported in Sections A, B, and C, respectively, but who subsequently were employed for one of the other two kinds of training. Each entry on lines 5, 16, and 27 shall equal the sum of corresponding entries on lines 6 and 7, 17 and 16, and 26 and 29, respectively.

Lines 6, 17, and 28 shall be used to enter the number of trainees who were separated from employment by the Work Projects Administration for the kind of training reported in Sections A, B, and C, respectively, but who subsequently were employed for one of the other two kinds of training, and who were known to have obtained private or public employment other than WPA employment (regardless of the occupation, industry, or length of such employment) during the interim between the two kinds of training.

Lines 7, 18, and 29 shall be used to enter the number of trainees who were separated from employment by the Work Projects Administration for the kind of training reported in Sections A, B, and C, respectively, but who subsequently were employed for one of the other two kinds of training, and who were not known to have obtained private or public employment other than WPA employment during the interim between the two kinds of training.

Lines 8, 19, and 30 shall be used to enter the number of trainees who were separated from employment by the Work Projects Administration for the kind of training reported in Sections A, B, and C, respectively, and who subsequently were known to have obtained private or public employment other than WPA employment, regardless of occupation, industry, or length of such employment, and regardless of whether the trainee still retained that employment on the date of the report.

Lines 9, 20, and 31 shall be used to enter the number of trainees who voluntarily were separated from employment by the Work Projects Administration for the kind of training reported in Sections A, B, and C, respectively, for some unknown reason.

Lines 10, 21, and 32 shall be used to enter the number of trainees who were separated from employment by the Work Projects Administration for the kind of training reported in Sections A, B, and C, respectively, but who on the date of the report were employed on WPA projects.

Lines 11, 22, and 33 shall be used to enter the number of other former trainees who were separated from employment by the Work Projects Administration for the kind of training reported in Sections A, B, and C, respectively, and who were not employed on any WPA project on the date of the report.

Column 3.—This column shall be used to enter the total number of trainees employed at any time from the beginning of the training projects through the third Tuesday of the month. Each entry in column 3 shall equal the sum of corresponding entries in columns 4 and 5, and in columns 6, 7, and 8.

Column 4.—This column shall be used to enter the number of trainees whose training has been completed.

Column 5.—This column shall be used to enter the number of trainees whose training has not been completed.

Columns 6, 7, and 8.—These columns shall be used to enter the number of white trainees, Negro trainees, and trainees of other races, respectively.

Column 9.—This column shall be used to show the number of female trainees.

Occasionally, a resident of one State may be sent to another State for training on the National Defense Vocational Training Project or the Airport Servicemen Training Project. Such trainees, whether or not they previously had been employed on a training project in their State of residence, shall be included only in reports on WPA Form 175 for the State in which they are receiving training on the date of the report.

—Reporting of
Trainees
From Another
State.

After separation from training, all trainees shall be included only in reports on WPA Form 175 for the State in which their records are located at the time of the report.

Added Nov. 8, 1941

NUMBER OF TRAINEES CURRENTLY AND PREVIOUSLY EMPLOYED ON INSTITUTIONAL SUBSIDIARY WORKERS' TRAINING PROJECTS, WPA Form 175

WPA Form 176.
—Source of
Data.

WPA Form 176 shall be used each month to report the number of trainees who have been employed on institutional subsidiary workers' training projects at any time from the beginning of the operation of the projects through the third Tuesday of the month. This report shall be derived from the files of *Individual Trainees' Record Card, DPS Form 26*. Only trainees on institutional subsidiary workers' training projects shall be included in the report, such trainees being identified by the assigned occupational title of "Institutional Training Aid—Unskilled Group A." Nontrainees previously employed on these projects shall not be included in the report, but the number of nontrainees employed as of the date of the report shall be shown on line 10 in the memorandum section.

Federal Works Agency WPA Form 176		FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION			
NUMBER OF TRAINEES CURRENTLY AND PREVIOUSLY EMPLOYED ON INSTITUTIONAL SUBSIDIARY WORKERS' TRAINING PROJECTS					
Line No.	Employment status	Number of trainees			
		All	White	Negro	Other
(1)	(2)	(3)	(4)	(5)	(6)
1	Total				
2	Currently employed				
3	Separated—total				
4	Course completed				
5	Course not completed—total				
6	Voluntarily separated				
7	Involuntarily separated—total				
8	Unsuited for training				
9	Other reasons				
MEMORANDUM:					
10	Nontrainees employed on date of report _____ Entry in column 3 on line 2 includes trainees employed in institutions as follows:				
				Number of institutions	Number of trainees
11	All institutions				
12	Federal institutions				
13	Non-Federal public general hospitals				
14	Other non-Federal public institutions				
15	Nonpublic general hospitals				
16	Other nonpublic institutions				
Date transmitted _____					
Approved by: _____		Tuesday _____, 19____ (Date)			
_____ (State Statistician)		State _____			
_____ (State Administrator)					

(This form printed in Washington)

—Preparation.

Instructions for the preparation of WPA Form 176 are as follows:

—Employment Status.

Column 2.—This column contains the classification by employment status for which data are required in columns 3 through 6.

Line 1 shall be used to enter the total number of trainees who have been employed at any time from the beginning of the operation of institutional subsidiary workers' training projects through the date of the report. Entries on this line shall refer only to trainees who have actually been employed on the projects, and should not include either persons other than trainees, or trainees assigned who have not reported or been accepted for assignment as trainees. Each entry on this line shall equal the sum of corresponding entries on lines 2 and 3.

Added Nov. 8, 1941

Line 2 shall be used to enter the number of trainees employed as of the third Tuesday of the month. The definition of employment shall be the same as that prescribed for *Weekly Report of Employment on WPA Projects*, WPA Form 732.

Line 3 shall be used to enter the number of trainees who have been employed on the projects but who were separated from the projects prior to the third Tuesday of the month. Each entry on this line shall be the sum of corresponding entries on lines 4 and 5.

Line 4 shall be used to enter the number of trainees who have completed the training course.

Line 5 shall be used to enter the number of trainees who were separated from the projects prior to completion of the training course. Each entry on this line shall equal the sum of corresponding entries on lines 6 and 7.

Line 6 shall be used to enter the number of trainees who voluntarily left the projects prior to completion of the training course.

Line 7 shall be used to enter the number of trainees involuntarily separated from the projects prior to completion of the training course. Each entry on this line shall equal the sum of corresponding entries on lines 8 and 9.

Line 8 shall be used to show the number of trainees who were involuntarily separated from the projects prior to completion of the training course because they were found unsuited for training.

Line 9 shall be used to show the number of trainees involuntarily separated from the training course prior to completion of the course for reasons other than that they were found unsuited for training.

Column 3.—This column shall be used to enter the total number of trainees. Each entry in this column shall equal the sum of corresponding entries in columns 4, 5, and 6.

Column 4.—This column shall be used to enter the number of white trainees.

Column 5.—This column shall be used to enter the number of Negro trainees.

Column 6.—This column shall be used to enter the number of trainees other than white and Negro.

Memorandum Line 10.—This line shall be used to enter the total number of nontrainees employed on institutional subsidiary workers' training projects on the date of the report.

— —Memo-
randum Items.

Memorandum Line 11.—This line shall be used to enter the total number of institutions in which trainees were employed as of the date of the report and the number of trainees employed in all types of institutions as of that date. The number of trainees reported on line 10 shall be the number reported in column 3 on line 2.

Memorandum Line 12.—This line shall be used to enter data on trainees employed in Federal institutions.

Memorandum Line 13.—This line shall be used to enter data on trainees employed in non-Federal public general hospitals.

Memorandum Line 14.—This line shall be used to enter data on trainees employed in other non-Federal public institutions.

Memorandum Line 15.—This line shall be used to enter data on trainees employed in non-public general hospitals.

Memorandum Line 16.—This line shall be used to enter data on trainees employed in other nonpublic institutions.

Added Nov. 8, 1941

NUMBER AND SCHEDULED MONTHLY EARNINGS OF PROJECT SUPERVISORY EMPLOYEES ON PROJECTS OPERATED BY WPA, WPA Form 177

WPA Form 177.

—Source of
Data.

WPA Form 177 shall be used each quarter to report the number and scheduled monthly earnings of project supervisory employees on projects operated by the Work Projects Administration. Data shall be based on the assigned salaries shown in column 5 (basic rate) of WPA Form 509 and opposite each name on Standard Form 1013 pay rolls. For pay rolls prepared on a 2-week basis (4-week fiscal-period basic rate), the report for each quarter shall include all pay rolls with ending dates during the first 14 days of January, April, July, and October, respectively. For pay rolls prepared on a semimonthly basis (calendar-month or annual basic rate), the report for each quarter shall include all pay rolls with ending dates during the first 15 days of January, April, July, and October, respectively.

Line No.	Item	Number of names	Total scheduled earnings (calendar-month basis)	Average scheduled monthly earnings
(1)	(2)	(3)	(4)	(5)
1	Total			
2	Project supervisory employees (excludes State Supply Section)			
3	State Supply Section:	XXX	XXX	XXX
4	Appointive employees			
5	Project supervisory employees			
6	Special nonsupervisory employees			
7				
8				
9				
10				

Date transmitted _____

Approved by: _____ Month _____, 19____

(State Statistician)

(State Administrator)

State _____

(This form printed in Washington)

—Preparation.

Instructions for filling in the columns of WPA Form 177 are as follows:

Column 2.—This column contains the classifications of employees for which data are required. Each entry on line 1 of columns 3 and 4 shall equal the sum of the corresponding entries on lines 2, 4, 6, and 8.

Column 3.—This column shall be used to enter the number of names appearing on the pay rolls.

—Earnings
on Basis of
Calendar
Month.

Column 4.—This column shall be used to enter the total scheduled monthly earnings on a calendar-month basis of persons for whom the number of names has been entered in column 3. For pay rolls showing salaries on a 4-week fiscal-period basis, total scheduled earnings obtained shall be converted to a calendar-month basis by multiplying them by the factor 13/12; in the case of pay rolls showing per annum salaries the totals shall be divided by 12 to convert to a monthly basis; where two salaries for the same person are shown on a pay roll, the salary which he is paid at the end of the pay roll period shall be used.

Column 5.—This column shall be used to enter the average monthly scheduled earnings of each group of employees for which data are required. For each line the entry in column 4 divided by the entry in column 3 shall equal the entry in column 5.

Added Nov. 8, 1941

EMPLOYMENT AND EARNINGS OF ADMINISTRATIVE PERSONNEL, WPA Form 178

Employment and Earnings of Administrative Personnel, WPA Form 178, shall be used each month to report the number of administrative employees and the total amounts paid to such employees. The report shall be based on an analysis of administrative pay rolls, Standard Form 1013, covering all administrative employees paid on an annual salary basis and per diem or part-time employees charged to administrative funds. The report shall include data for all such pay rolls covering pay roll periods ending within the calendar month. When late pay rolls cause a substantial revision of the data contained in an original report, a revision of that report shall be prepared.

A report on WPA Form 178 shall be prepared to show data for all persons paid from regular administrative allotments, and a separate report shall be prepared to cover each program for which a special administrative allotment is approved.

Instructions for filling in the columns of WPA Form 178 are as follows:

In States having more than three district offices, WPA Form 178 shall be adapted for use as a continuation sheet as well as a face sheet. In States having no district offices, only columns 3, 4, and 10 of the face sheet shall be used. The appropriate column headings for face and continuation sheets shall be typed in as indicated by the italicized entries in the examples shown.

Column 2.—This column is based on the classification of the administrative organization as provided on pages 1.3.003-1.3.030. Certain district organization sections are to be reported on lines for units in the State office which have comparable functions; e.g., the Office Service Section in a district shall be shown on line 10, Office Service Unit. Employment and earnings data shall be classified by divisions and under divisions by subdivisions; i.e., by sections, units, subunits, and groups.

It is recognized that in some offices certain of the subdivisions shown in the stub of the report form do not actually exist; the line for any such nonexistent organizational subdivision shall be left blank.

It is recognized also that in some offices two or more of the subdivisions may be combined functionally; the data covering such combined subdivisions shall be shown in total on the most appropriate line of the report, which shall contain on the reverse side a memorandum indicating clearly which units and subdivisions are combined. However, where all the subdivisions are combined, data shall be reported on the "Supervisory" or "Executive" line at the appropriate organizational level. No attempt shall be made to prorate either employment or earnings to subdivisions whose functions have been combined.

No person shall be reported in more than one subdivision; an employee whose regular assignment is divided among more than one subdivision shall be reported under the subdivision requiring the major part of his time.

Data on the number and earnings of employees shall include information for part-time and per diem employees as well as for full-time employees. However, data shall not include information for persons serving without pay or receiving only nominal compensation of \$1 per annum.

Column 3 of the Face Sheet.—This column shall be used to enter the number of persons in active duty status at the close of business at the end of the month. The figure entered shall include persons on annual leave at the end of the month who have not been given termination notices and who will return to work. It shall include persons given termination notices as of the close of business at the end of the month. It shall not include persons who have been given termination notices and who have begun to liquidate final annual leave prior to the close of business on the last day of the month reported. It shall not include persons on leave without pay at the end of the month. Transferred persons shall be classified according to the division and subdivision or the district office in which they were in active duty status at the end of the month. Each entry in column 3 shall equal the sum of the corresponding entries in columns 5 and 6.

Column 4 of the Face Sheet.—This column shall be used to enter the net change in the number of administrative employees since the close of business of the preceding month. The entry on each line of this column shall represent the difference (+ or -) between the figures reported in column 3 for the current and preceding months.

Columns 5 and 6 of the Face Sheet.—These columns shall be used to enter the number of persons in active duty status in the State office and in all district offices. Each entry in column 6 shall equal the sum of corresponding entries in columns 7, 8, and 9 of the face sheet and columns 3 through 6 of the continuation sheet.

WPA Form 178.

—Source of Data.

—Reporting of Special Administrative Allotments.

—Preparation.

—Use of WPA Form 178 as Face and Continuation Sheets.

Federal Works Agency
WPA Form 175
Rev. 1-15-42FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

EMPLOYMENT AND EARNINGS OF ADMINISTRATIVE PERSONNEL

Line No.	Administrative organization	Number of persons in active duty status at end of month							Earnings for entire month						Line No.
		District number							Number and location of district office						
		(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	
1	Grand total								\$	\$	\$	\$	\$	\$	1
2	Total active	XX	XX	XX	XX	XX	XX	XX							2
3	Administrative offices—total														3
4	Executive office														4
5	Statistics section														5
6	Information section														6
7	Administrative section—total														7
8	Supervisory unit														8
9	Administrative budget unit														9
10	Office service unit—total														10
11	Supervisory subunit														11
12	Service subunit—total														12
13	Communications group														13
14	Stenographic group														14
15	General files group														15
16	Supplies subunit														16
17	Building subunit														17
18	Personnel unit														18
19	Records unit														19
20	Division of Finance—total														20
21	Executive section														21
22	Accounts section—total														22
23	Supervisory unit														23
24	Ledger unit														24
25	Document and control unit														25
26	Encumbrance liquidation and file unit														26
27	Voucher section—total														27
28	Supervisory unit														28
29	Pay roll voucher unit—total														29
30	Supervisory subunit														30
31	Time report examination subunit														31
32	Individual earnings records subunit														32
33	Assignment file subunit														33
34	Pay roll and time sheet file subunit														34
35	Typing and proofreading unit														35
36	Equipment and miscellaneous voucher unit														36
37	Travel voucher unit														37
38	Field examination section														38
39	Compensation section														39
40	Division of Operations—total														40
41	Executive section														41
42	Planning and control section—total														42
43	Supervisory unit														43
44	Application control unit														44
45	Engineering review unit														45
46	Reports and planning unit														46
47	Construction section														47
48	Safety section														48
49	Division of Community Service Programs—total														49
50	Executive section														50
51	Supervisory unit														51
52	Training unit														52
53	Project services section														53
54	Public activities programs section														54
55	Welfare programs section														55
56	Research and records programs section														56
57	Division of Employment—total														57
58	Executive section														58
59	Intake and certification section														59
60	Assignment and labor relations section—total														60
61	Supervisory unit														61
62	Classification and assignment unit														62
63	Labor relations unit														63
64	Employment files unit														64
65	Division of Training and Reemployment														65
66	All persons not in active duty status	XX	XX	XX	XX	XX	XX	XX							66
67															67
68															68
69															69
70															70

MEMORANDA FOR ALL OFFICES

- A. Number of persons paid first half of month
- B. Number of persons paid second half of month:
- (1) Total
- (2) Full-time
- (3) Part-time and per dies
- C. Amount earned for entire month by part-time and per dies employees \$

Date transmitted

Approved by: (State Statistician)

State Administrator

Month, 19

State

(This form printed in Washington)

Revised Jan. 15, 1942

(Example of column headings for face sheet)

FEDERAL WORKS AGENCY WPA Form 175		FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION												
EMPLOYMENT AND EARNINGS OF ADMINISTRATIVE PERSONNEL														
Line No.	Administrative organization	Number of persons in active duty status at end of month							Earnings for entire month					
		All offices		State office	District number			All offices	State office	Number and location of district office				
		Number	Change		All	1	2			3	All	1 Albany	2 Columbus	3 Macomb
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
1	Grand total													
2	Total active	XX	XX	XX	XX	XX	XX	XX						
3	Administrative Offices—total													
4	Executive Office													
5	Statistics Section													
6	Information Section													
7	Administrative Section—total													
8	Supervisory Unit													
9	Administrative Budget Unit													

(Example of column headings for continuation sheet)

FEDERAL WORKS AGENCY WPA Form 175		FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION												
EMPLOYMENT AND EARNINGS OF ADMINISTRATIVE PERSONNEL														
Line No.	Administrative organization	Number of persons in active duty status at end of month							Earnings for entire month					
		All offices		State office	District number			All offices	State office	Number and location of district office				
		Number	Change		All	1	2			3	All	1 Albany	2 Columbus	3 Macomb
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
1	Grand total													
2	Total active	XX	XX	XX	XX	XX	XX	XX						
3	Administrative Offices—total													
4	Executive Office													
5	Statistics Section													
6	Information Section													
7	Administrative Section—total													
8	Supervisory Unit													
9	Administrative Budget Unit													

Columns 7, 8, and 9 of the Face Sheet and Columns 3 Through 8 of the Continuation Sheets.—These columns shall be used to enter the number of persons in active duty status in each district office.

Columns 10, 11, and 12 of the Face Sheet.—These columns shall be used to enter for all offices, for the State office, and for all district offices, the total earnings of administrative personnel, as evidenced by Standard Form 1013 pay rolls having ending dates in the calendar month reported. Each entry in column 10 shall equal the sum of corresponding entries in columns 11 and 12. Each entry in column 12 shall equal the sum of corresponding entries in columns 13, 14, and 15 of the face sheet and columns 10 through 15 of the continuation sheets.

Columns 13, 14, and 15 of the Face Sheet and Columns 10 Through 15 of the Continuation Sheets.—These columns shall be used to enter for each district office, total earnings of administrative personnel during the month reported.

The earnings data for persons in active duty status at the end of the month shall be classified by division and subdivision and by State and district office in the same manner as employment data for such persons. The earnings data for persons not in active duty status shall be included only on lines 1 and 26 of the report.

Memoranda: (This information shall be supplied on the face sheet covering data for regular administrative allotments and each special administrative allotment.)

Memorandum Items A and B.—These items shall show the unduplicated number of names on all pay rolls ending during the first half and the second half of the month. These counts shall include all persons paid on pay rolls ending during the specified half of the month, whether such persons are on a full-time, part-time, or per diem basis, and whether or not they are in active duty status at the end of the month.

Data for Memorandum Item B shall be reported in total and also separately for full-time, part-time, and per diem personnel. The total entry for Memorandum Item B shall equal the sum of the entries for full-time and for part-time and per diem personnel. Full-time employees are those who are normally expected to work the full number of hours prescribed for

— —Reporting
of Memorandum.

NUMBER OF DAYS AND VALUE OF ACCRUED ANNUAL LEAVE FOR ADMINISTRATIVE EMPLOYEES, WPA Form 179

WPA Form 179 shall be used each quarter, as of the last day of each February, May, August, and November, to report the number of days and the value of accrued annual leave of administrative employees. WPA Form 179.
—Use.

Instructions for filling in the columns of WPA Form 179 are as follows:

—Preparation.

Column 2.—This column lists the items (the administrative divisions of WPA, the totals for all divisions as of the last day of the current quarter and of the next preceding quarter, and the change from the next preceding quarter) for which data shall be reported.

Line 1 shall show changes in data for all divisions as of the last day of the current quarter compared with the last day of the next preceding quarter. Increases shall be prefixed by a plus sign, and decreases by a minus sign. The entry in each column on line 1 shall equal the entry on line 3 minus the entry on line 2 in the same column.

Line 2 shall show data reported on line 3 of the report for the next preceding quarter.

Line 3 shall show data for all divisions as of the date of the report. Entries in columns 3, 4, and 5 shall be the sums of corresponding entries on lines 4 through 9. The entry in column 6 shall be derived by dividing the days reported in column 4 by the number of employees reported in column 3.

Lines 4 through 9 shall show data for each administrative division.

Column 3.—This column shall be used to enter the number of persons in active duty status at the close of business on the date of the report. The figure entered shall include persons on annual leave at the end of the month who have not been given termination notices and who will return to work. It shall include persons given termination notices at the close of business on the date of the report. It shall not include persons who have been given termination notices and who have begun to liquidate final annual leave prior to the close of business on the date of the report. It shall not include persons on leave without pay on the date of the report. Transferred persons shall be classified according to the division in which they were in active duty status on the date of the report.

Column 4.—This column shall be used to show the number of days (to the nearest whole day) of accrued annual leave for employees shown in column 3.

Column 5.—This column shall be used to show the value (to the nearest dollar) of the annual leave reported in column 4. For each employee this value shall be obtained by multiplying the number of days of accrued leave by his daily salary. No attempt shall be made to adjust this figure to the actual cost of liquidating accrued leave.

Column 6.—This column shall be used to show the average number of days (to the nearest tenth of a day) of annual leave per person. This average shall be obtained by dividing each entry in column 4 by the corresponding entry in column 3.

Line No.	Item	Number of employees	Days leave accrued	Value of accrued leave	Average days per person
(1)	(2)	(3)	(4)	(5)	(6)
1	Change from last quarter				
2	All divisions—last quarter				
3	All divisions—current quarter				
4	Administrative offices				
5	Division of Employment				
6	Division of Finance				
7	Division of Operations				
8	Division of Community Service Programs				
9	Division of Training and Reemployment				
10					
11					
12					

Date transmitted _____

Approved by: _____ Last day of _____, 19____

(State Statistician)

(State Administrator)

State _____

(This form printed in Washington)

Appendix A

LIST OF CROSS-REFERENCE CITATIONS

- 1-1 Functions of each division of the central Administration to be issued in chapter 2, part II, of this volume
- 1-2 Functions of the regional office are set forth in chapter 2, part III, of this volume
- 3-1 Chapter 2, volume 3, of this Manual
- 3-2 Chapter 2, volume 3, of this Manual
- 3-3 Chapter 2, volume 3, of this Manual
- 3-4 Chapter 6, volume 3, of this Manual
- 3-5 Chapter 6, volume 3, of this Manual
- 3-6 Chapter 3, volume 3, of this Manual
- 3-7 Chapter 6, volume 3, of this Manual
- 3-8 Chapter 4, volume 3, of this Manual
- 3-9 Chapter 6, volume 3, of this Manual
- 4-1 Page 2.10.091 of this Manual
- 4-2 Page 2.10.005 of this Manual
- 4-3 Page 2.9.004 of this Manual
- 4-4 Pages 2.10.006-2.10.007 of this Manual
- 4-5 Operating Procedure No. G-5
- 4-6 Administrative Letter No. 2
- 5-1 Page 2.10.030 of this Manual
- 6-1 Chapter 3, volume 3, of this Manual
- 6-2 Pages 2.9.006-2.9.067 of this Manual
- 6-3 Pages 2.9.031 and 2.9.065 of this Manual
- 6-4 Chapter 4, volume 3, of this Manual
- 6-7 Pages 2.9.031-2.9.032 of this Manual
- 7-3 Chapter 4, volume 3, of this Manual
- 7-4 Chapter 4, volume 3, of this Manual
- 7-5 Chapter 4, volume 3, of this Manual
- 7-6 Chapter 5, volume 3, of this Manual
- 7-7 Chapter 5, volume 3, of this Manual
- 7-8 Chapter 5, volume 3, of this Manual
- 7-9 Chapter 5, volume 3, of this Manual
- 7-10 Chapter 5, volume 3, of this Manual
- 7-11 Chapter 5, volume 3, of this Manual
- 7-12 Chapter 5, volume 3, of this Manual
- 7-13 Chapter 5, volume 3, of this Manual
- 7-14 Chapter 5, volume 3, of this Manual
- 7-15 Chapter 5, volume 3, of this Manual
- 7-16 Chapter 5, volume 3, of this Manual
- 7-17 Chapter 5, volume 3, of this Manual

1.A.002 • ORGANIZATION AND ADMINISTRATION

- 7-18 Chapter 5, volume 3, of this Manual
- 7-19 Chapter 5, volume 3, of this Manual
- 7-20 Chapter 2, volume 3, of this Manual
- 7-21 Chapter 2, volume 3, of this Manual
- 7-22 Chapter 2, volume 3, of this Manual
- 7-23 Chapter 4, volume 3, of this Manual
- 7-24 Chapter 4, volume 3, of this Manual
- 7-25 Chapter 4, volume 3, of this Manual

Revised Oct. 15, 1941

Appendix B

LEGISLATIVE ACTS AFFECTING THE WORK PROJECTS ADMINISTRATION

[Public Resolution—No. 11—74th Congress]

(H. J. Res. 117)

JOINT RESOLUTION

Making appropriations for relief purposes.

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That in order to provide relief, work relief and to increase employment by providing for useful projects, there is hereby appropriated, out of any money in the Treasury not otherwise appropriated, to be used in the discretion and under the direction of the President, to be immediately available and to remain available until June 30, 1937, the sum of \$4,000,000,000, together with the separate funds established for particular areas by proclamation of the President pursuant to section 15 (f) of the Agricultural Adjustment Act (but any amounts thereof shall be available for use only for the area for which the fund was established); not exceeding \$500,000,000 in the aggregate of any savings or unexpended balances in funds of the Reconstruction Finance Corporation; and not exceeding a total of \$380,000,000 of such unexpended balances as the President may determine are not required for the purposes for which authorized, of the following appropriations, namely: The appropriation of \$3,300,000,000 for national industrial recovery contained in the Fourth Deficiency Act, fiscal year 1933, approved June 16, 1933 (48 Stat. 274); the appropriation of \$950,000,000 for emergency relief and civil works contained in the Act approved February 15, 1934 (48 Stat. 351); the appropriation of \$899,675,000 for emergency relief and public works, and the appropriation of \$525,000,000 to meet the emergency and necessity for relief in stricken agricultural areas, contained in the Emergency Appropriation Act, fiscal year 1935, approved June 19, 1934 (48 Stat. 1055); and any remainder of the unobligated moneys referred to in section 4 of the Act approved March 31, 1933 (48 Stat. 22): Provided, That except as to such part of the appropriation made herein as the President may deem necessary for continuing relief as authorized under the Federal Emergency Relief Act of 1933, as amended, or for restoring to the Federal Emergency Administration of Public Works any sums which after December 28, 1934, were, by order of the President impounded or transferred to the Federal Emergency Relief Administration from appropriations heretofore made available to such Federal Emergency Administration of Public Works (which restoration is hereby authorized), this appropriation shall be available for the following classes of projects, and the amounts to be used for each class shall not, except as hereinafter provided, exceed the respective amounts stated, namely:

(a) Highways, roads, streets, and grade-crossing elimination, \$800,000,000;

Emergency
Relief
Appropriation
Act of 1935.

—Purpose.

—Appropriation of
\$4,880,000,000.

—Amount for
Relief Not
Limited.

—Classes of
Projects.

(b) rural rehabilitation and relief in stricken agricultural areas, and water conservation, transmountain water diversion and irrigation and reclamation, \$500,000,000;

(c) rural electrification, \$100,000,000;

(d) housing, \$450,000,000;

(e) assistance for educational, professional and clerical persons, \$300,000,000;

(f) Civilian Conservation Corps, \$600,000,000;

(g) loans or grants, or both, for projects of States, Territories, possessions, including subdivisions and agencies thereof, municipalities, and the District of Columbia, and self-liquidating projects of public bodies thereof, where, in the determination of the President, not less than 25 per centum of the loan or the grant, or the aggregate thereof, is to be expended for work under each particular project, \$900,000,000;

(h) sanitation, prevention of soil erosion, prevention of stream pollution, seacoast erosion, reforestation, forestation, flood control, rivers and harbors, and miscellaneous projects, \$350,000,000: Provided further, That not to exceed 20 per centum of the amount herein appropriated may be used by the President to increase any one or more of the foregoing limitations if he finds it necessary to do so in order to effectuate the purpose of this joint resolution: Provided further, That no part of the appropriation made by this joint resolution shall be expended for munitions, warships, or military or naval material; but this proviso shall not be construed to prevent the use of such appropriation for new buildings, reconstruction of buildings and other improvement in military or naval reservations, posts, forts, camps, cemeteries, or fortified areas, or for projects for nonmilitary or nonnaval purposes in such places.

—20 Percent
of Total
Appropriation
May Be
Transferred.

—Military
and Naval
Projects.

—Highway
Allocations.

Except as hereinafter provided, all sums allocated from the appropriation made herein for the construction of public highways and other related projects (except within or adjacent to national forests, national parks, national parkways, or other Federal reservations) shall be apportioned by the Secretary of Agriculture in the manner provided by section 204 (b) of the National Industrial Recovery Act for expenditure by the State highway departments under the provisions of the Federal Highway Act of November 9, 1921, as amended and supplemented, and subject to the provisions of section 1 of the act of June 18, 1934 (48 Stat. 993): Provided, That any amounts allocated from the appropriation made herein for the elimination of existing hazards to life at railroad grade crossings, including the separation or protection of grades at crossings, the reconstruction of existing railroad grade crossing structures, and the relocation of highways to eliminate grade crossings, shall be apportioned by the Secretary of Agriculture to the several States (including the Territory of Hawaii and the District of Columbia), one-half on population as shown by the latest decennial census, one-fourth on the mileage of the Federal-aid highway system as determined by the Secretary of Agriculture, and one-fourth on the railroad mileage as determined by the Interstate Commerce Commission, to be expended by the State highway departments under the provisions of the Federal Highway Act of November 9, 1921, as amended and supplemented, and subject to the provisions of section 1 of such act of June 18, 1934 (48 Stat. 993); but no part of the funds apportioned to any State or Territory under this joint resolution for public highways and grade crossings need be matched by the State or Territory: And provided further, That the President may also allot funds made available by this joint resolution for the construction,

—Allocations
for Grade-
Crossing
Elimination.

repair, and improvement of public highways in Alaska, Puerto Rico, and the Virgin Islands, and money allocated under this joint resolution to relief agencies may be expended by such agencies for the construction and improvement of roads and streets: Provided, however, That the expenditure of funds from the appropriation made herein for the construction of public highways and other related projects shall be subject to such rules and regulations as the President may prescribe for carrying out this paragraph and preference in the employment of labor shall be given (except in executive, administrative, supervisory, and highly skilled positions) to persons receiving relief, where they are qualified, and the President is hereby authorized to predetermine for each State the hours of work and the rates of wages to be paid to skilled, intermediate, and unskilled labor engaged in such construction therein: Provided further, That rivers and harbors projects, reclamation projects (except the drilling of wells, development of springs and subsurface waters), and public buildings projects undertaken pursuant to the provisions of this joint resolution shall be carried out under the direction of the respective permanent Government departments or agencies now having jurisdiction of similar projects.

—Work-Program Policies Apply to Highway, etc., Projects.

—Projects Under Regular Federal Agencies.

Funds made available by this joint resolution may be used, in the discretion of the President for the purpose of making loans to finance, in whole or in part, the purchase of farm lands and necessary equipment by farmers, farm tenants, croppers, or farm laborers. Such loans shall be made on such terms as the President shall prescribe and shall be repaid in equal annual installments, or in such other manner as the President may determine.

—Loans in Farm Areas Authorized.

Funds made available by this joint resolution may be used, in the discretion of the President for the administration of the Agricultural Adjustment Act, as amended, during the period of 12 months after the effective date of this joint resolution.

Sec. 2. The appropriation made herein shall be available for use only in the United States and its Territories and possessions.

The provisions of the act of February 15, 1934 (48 Stat. 351), relating to disability or death compensation and benefits shall apply to those persons receiving from the appropriation made herein, for services rendered as employees of the United States, security payments in accordance with schedules established by the President: Provided, That so much of the sum herein appropriated as the United States Employees' Compensation Commission, with the approval of the President, estimates and certifies to the Secretary of the Treasury will be necessary for the payment of such compensation and administrative expenses shall be set aside in a special fund to be administered by the Commission for such purposes; and after June 30, 1936, such special fund shall be available for these purposes annually in such amounts as may be specified therefor in the annual appropriation acts.

—Injury Compensation.

The provisions of section 3709 of the Revised Statutes (U. S. C., title 41, sec. 5) shall not apply to any purchase made or service procured in carrying out the provisions of this joint resolution when the aggregate amount involved is less than \$300.

—Purchases Less Than \$300.

Sec. 3. In carrying out the provisions of this joint resolution the President may (a) authorize expenditures for contract stenographic reporting services; supplies and equipment; purchase and exchange of law books, books of reference, directories, periodicals, newspapers and press clippings; travel expenses, including the expense of attendance at meetings when specifically authorized; rental at the seat of government and elsewhere; purchase, operation, and maintenance of motor-propelled passenger-carrying vehicles; printing

—Administrative Expenditures.

and binding; and such other expenses as he may determine necessary to the accomplishment of the objectives of this joint resolution; and (b) accept and utilize such voluntary and uncompensated services, appoint, without regard to the provisions of the civil service laws, such officers and employees, and utilize such Federal officers and employees, and, with the consent of the State, such State and local officers and employees, as may be necessary, prescribe their authorities, duties, responsibilities, and tenure, and, without regard to the Classification Act of 1923, as amended, fix the compensation of any officers and employees so appointed.

—Senate
Confirmation
of Certain
Appointees.

Any administrator or other officer, or the members of any central board, or other agency, named to have general supervision at the seat of Government over the program and work contemplated under the appropriation made in section 1 of this joint resolution and receiving a salary of \$5,000 or more per annum from such appropriation, and any State or regional administrator receiving a salary of \$5,000 or more per annum from such appropriation (except persons now serving as such under other law), shall be appointed by the President, by and with the advice and consent of the Senate: Provided, That the provisions of section 1761 of the Revised Statutes shall not apply to any such appointee and the salary of any person so appointed shall not be increased for a period of 6 months after confirmation.

—Creation of
Agencies.

Sec. 4. In carrying out the provisions of this joint resolution the President is authorized to establish and prescribe the duties and functions of necessary agencies within the Government.

—Acquisition
of Real
Property.

Sec. 5. In carrying out the provisions of this joint resolution the President is authorized (within the limits of the appropriation made in sec. 1) to acquire, by purchase or by the power of eminent domain, any real property or any interest therein, and improve, develop, grant, sell, lease (with or without the privilege of purchasing), or otherwise dispose of any such property or interest therein.

—Penalty for
Violation of
Rules.

Sec. 6. The President is authorized to prescribe such rules and regulations as may be necessary to carry out this joint resolution, and any willful violation of any such rule or regulation shall be punishable by fine of not to exceed \$1,000.

—Wage
Provision.

Sec. 7. The President shall require to be paid such rates of pay for all persons engaged upon any project financed in whole or in part, through loans or otherwise, by funds appropriated by this joint resolution, as will in the discretion of the President accomplish the purposes of this joint resolution, and not affect adversely or otherwise tend to decrease the going rates of wages paid for work of a similar nature.

The President may fix different rates of wages for various types of work on any project, which rates need not be uniform throughout the United States: Provided, however, That whenever permanent buildings for the use of any department of the Government of the United States, or the District of Columbia, are to be constructed by funds appropriated by this joint resolution, the provisions of the act of March 3, 1931 (U. S. C., supp. VII, title 40, sec. 276a), shall apply but the rates of wages shall be determined in advance of any bidding thereon.

—Facilities
of Private
Enterprises.

Sec. 8. Whenever practicable in the carrying out of the provisions of this joint resolution, full advantage shall be taken of the facilities of private enterprise.

Sec. 9. Any person who knowingly and with intent to defraud the United States makes any false statement in connection with any application for any project, employment, or relief aid under the provisions of this joint resolution, or diverts, or attempts to divert, or assists in diverting for the benefit of any person or persons not entitled thereto, any moneys appropriated by this joint resolution, or any services or real or personal property acquired thereunder, or who knowingly, by means of any fraud, force, threat, intimidation, or boycott, deprives any person of any of the benefits to which he may be entitled under the provisions of this joint resolution, or attempts so to do, or assists in so doing, shall be deemed guilty of a misdemeanor and shall be fined not more than \$2,000 or imprisoned not more than 1 year, or both.

—Penalty for False Statements, Fraud, etc.

Sec. 10. Until June 30, 1936, or such earlier date as the President by proclamation may fix, the Federal Emergency Relief Act of 1933, as amended, is continued in full force and effect.

—Extension of FERA.

Sec. 11. No part of the funds herein appropriated shall be expended for the administrative expenses of any department, bureau, board, commission, or independent agency of the Government if such administrative expenses are ordinarily financed from annual appropriations, unless additional work is imposed thereupon by reason of this joint resolution.

—Work of Regular Federal Agencies.

Sec. 12. The Federal Emergency Administration of Public Works established under title II of the National Industrial Recovery Act is hereby continued until June 30, 1937, and is authorized to perform such of its functions under said act and such functions under this joint resolution as may be authorized by the President. All sums appropriated to carry out the purposes of said act shall be available until June 30, 1937. The President is authorized to sell any securities acquired under said act or under this joint resolution and all moneys realized from such sales shall be available to the President, in addition to the sums heretofore appropriated under this joint resolution, for the making of further loans under said act or under this joint resolution.

—Extension of PWA.

Sec. 13. (a) The acquisition of articles, materials, and supplies for the public use, with funds appropriated by this joint resolution, shall be subject to the provisions of section 2 of title III of the Treasury and Post Office Appropriation Act, fiscal year 1934; and all contracts let pursuant to the provisions of this joint resolution shall be subject to the provisions of section 3 of title III of such act.

—"Buy American" Provision.

(b) Any allocation, grant, or other distribution of funds for any project, Federal or non-Federal, from the appropriation made by this joint resolution, shall contain stipulations which will provide for the application of title III of such act to the acquisition of articles, materials and supplies for use in carrying out such project.

Sec. 14. The authority of the President under the provisions of the act entitled "An act for the relief of unemployment through the performance of useful public work, and for other purposes", approved March 31, 1933, as amended is hereby continued to and including March 31, 1937.

—Extension of CCC.

Sec. 15. A report of the operations under this joint resolution shall be submitted to Congress before the 10th day of January in each of the next 3 regular sessions of Congress, which report shall include a statement of the expenditures made and obligations incurred, by classes and amounts.

—Report to Congress.

Sec. 16. This joint resolution may be cited as the "Emergency Relief Appropriation Act of 1935."

—Title of Act.

Approved, April 8, 1935, 4 p.m.

[Public—No. 739—74th Congress]*

(H. R. 12624)

AN ACT

Making appropriations to supply deficiencies in certain appropriations for the fiscal year ending June 30, 1936, and prior fiscal years, to provide supplemental appropriations for the fiscal years ending June 30, 1936, and June 30, 1937, and for other purposes.

Emergency
Relief
Appropriation
Act of 1936.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the following sums are appropriated, out of any money in the Treasury not otherwise appropriated, to supply deficiencies in certain appropriations for the fiscal year ending June 30, 1936, and prior fiscal years, to provide supplemental appropriations for the fiscal years ending June 30, 1936, and June 30, 1937, and for other purposes, namely:

* * * * *

TITLE II—RELIEF AND WORK RELIEF

—Title II. This title may be cited as the Emergency Relief Appropriation Act of 1936.

—Purpose. To continue to provide relief, and work relief on useful projects, in the United States and its Territories and possessions (including projects heretofore approved for the Works Progress Administration which projects shall not be subject to the limitations hereinafter specified in this paragraph), \$1,425,000,000, to be used in the discretion and under the direction of the President, together with such unexpended balances of funds appropriated and made available by the Emergency Relief Appropriation Act of 1935 as the President may determine, which are hereby reappropriated and made available for the purposes of this paragraph, to remain available until June 30, 1937 (except as herein otherwise authorized): Provided, That this appropriation shall be available for the following classes of public projects, Federal and non-Federal, and the amounts to be used for each class shall not, except as hereinafter provided, exceed the respective amounts stated, namely: (a) Highways, roads, and streets, \$413,250,000; (b) public buildings, \$156,750,000; (c) parks and other recreational facilities, including buildings therein, \$156,750,000; (d) public utilities, including sewer systems, water supply and purification, airports, and other transportation facilities, \$171,000,000; (e) flood control and other conservation, \$128,250,000; (f) assistance for educational, professional, and clerical persons, \$85,500,000; (g) women's projects, \$85,500,000; (h) miscellaneous work projects, \$71,250,000; (i) National Youth Administration, \$71,250,000; and (j) rural rehabilitation, loans and relief to farmers and livestock growers, \$85,500,000: Provided further, That the amount specified for any of the foregoing classes may be increased proportionately in accordance with the amount of such unexpended balances of funds as the President may transfer from the funds appropriated and made available by the Emergency Relief Appropriation Act of 1935 for the purpose of this paragraph: Provided further, That the amount specified for any of the foregoing classes may be increased by not to exceed 15 per centum thereof by transfer of an amount or amounts from any other class or classes in order to effecuate the purposes of the foregoing appropriation.

* Only title II of act is included herein.

The departments, agencies, or establishments having supervision of projects for which funds from the foregoing appropriation are made available shall not knowingly employ aliens illegally within the limits of the continental United States on such projects and they shall make every reasonable effort consistent with prompt employment of the destitute unemployed to see that such aliens are not employed, and if employed and their status as such alien is disclosed they shall thereupon be discharged.

--Aliens
Illegally
Within
United States
Not To Be
Employed.

No Federal project shall be undertaken or prosecuted under the foregoing appropriation unless and until an amount sufficient for its completion has been allocated and irrevocably set aside for its completion.

--Federal
Projects
Must Be
Completed.

Appointments to Federal positions of an administrative or advisory capacity under the foregoing appropriation in any State shall be made from among the bona-fide residents of that State so far as not inconsistent with efficient administration.

The rates of pay for persons engaged upon projects under the foregoing appropriation shall be not less than the prevailing rates of pay for work of a similar nature as determined by the Works Progress Administration with the approval of the President.

--Prevailing
Rates of Pay
Authorized

The President is authorized to prescribe such rules and regulations as may be necessary to carry out the purposes of the foregoing appropriations: Provided, however, That in the employment of persons, applicants in actual need whose names have not heretofore been placed on relief rolls shall be given the same eligibility for employment as applicants whose names have heretofore appeared on such rolls: Provided further, That the fact that a person is entitled to or has received either adjusted-service bonds or a Treasury check in payment of an adjusted-compensation certificate shall not be considered in determining actual need of such employment.

--Applicants
in Need
Eligible.

--Adjusted-
Service Bonds
Not To Affect
Eligibility.

In carrying out the purpose of the foregoing appropriation the President is authorized to utilize agencies within the Government and to empower such agencies to prescribe rules and regulations to carry out the functions delegated to such agencies by the President.

--Utilization
of Government
Agencies.

* * * * *

Any person who knowingly and with intent to defraud the United States makes any false statement in connection with any application for any project, employment, or relief aid under the foregoing appropriation, or diverts, or attempts to divert, or assists in diverting for the benefit of any person or persons not entitled thereto, any portion of the foregoing appropriation, or any services or real or personal property acquired thereunder, or who knowingly, by means of any fraud, force, threat, intimidation, or boycott, or discrimination on account of race, religion, or political affiliations, deprives any person of any of the benefits to which he may be entitled under the foregoing appropriation, or attempts so to do, or assists in so doing, shall be deemed guilty of a misdemeanor and fined not more than \$2,000 or imprisoned not more than one year, or both.

--Penalty
for False
Statements,
Fraud, etc.

No part of the foregoing appropriation shall be used to pay the salary or expenses of any person who is a candidate for any State, District, County or Municipal office (such office requiring full time of such person and to which office a salary attaches), in any primary, general or special election, or who is serving as a campaign manager or assistant thereto for any such candidate.

--Funds Not
To Be Used To
Pay Salary of
a Candidate
for Office.

The provisions of the Act of February 15, 1934 (49 Stat. 351), relating to disability or death compensation and benefits shall apply to persons (except administrative employees qualifying as civil employees of the United States) receiving compensation from the foregoing appropriation for services rendered

--Injury
Compensation.

as employees of the United States, and to persons receiving assistance in the form of payments from the United States for services rendered under the National Youth Administration, created by Executive order of June 26, 1935: Provided, That so much of the foregoing appropriation as the United States Employees' Compensation Commission, with the approval of the Director of the Bureau of the Budget, estimates and certifies to the Secretary of the Treasury will be necessary for the payment of such compensation and administrative expenses shall be set aside in a special fund to be administered by the Commission for such purposes; and after June 30, 1937, such special fund shall be available for such purposes annually in such amounts as may be specified therefor in the annual appropriation Acts: Provided further, That this paragraph shall also apply to persons employed and paid by the United States in those States in which the Federal Relief Administrator assumed control under section 3 (b) of the Federal Emergency Relief Act of 1933 but such compensation shall be limited to fatal cases and permanent partial and permanent total disability cases where claim is filed within one year from the date of enactment of this Act: Provided further, That this paragraph shall not apply in any case coming within the purview of the workmen's compensation law of any State or Territory, or in which the claimant has received or is entitled to receive similar benefits for injury or death.

—Administrative
Expenditures.

So much of the foregoing appropriation as may be determined by the Director of the Bureau of the Budget to be necessary for administrative expenses of any department, establishment, or agency of the United States for additional work incident to carrying out of the purposes of the foregoing appropriation shall be allotted by the President and shall remain available to such agencies until June 30, 1938; the funds so allotted shall be available for expenditure for the same purposes for which funds have been allotted for administrative expenses under the Emergency Relief Appropriation Act of 1935.

—Purchases
Less Than \$300.

The provisions of section 3709 of the Revised Statutes (U. S. C., title 41, sec. 5) shall not apply to any purchase made or service procured in connection with the foregoing appropriation when the aggregate amount involved is less than \$300.

—Senate
Confirmation
of Certain
Appointments.

Any Administrator or other officer named to have general supervision at the seat of Government over the program and work contemplated under the foregoing appropriation and receiving a salary of \$5,000 or more per annum from such appropriation, and any State or regional Administrator receiving a salary of \$5,000 or more per annum from such appropriation, except persons now serving as such under other law, shall be appointed by the President, by and with the advice and consent of the Senate: Provided, That the provisions of section 1761 of the Revised Statutes shall not apply to any such appointee and the salary of any person so appointed shall not be increased for a period of six months after confirmation.

—Liquidation
of FERA.

The Federal Emergency Relief Administrator is hereby authorized and directed to liquidate and wind up the affairs of the Federal Emergency Relief Administration under the Act of May 12, 1933, as amended, and funds available to it shall be available for expenditure for such purpose until June 30, 1937.

—Report to
Congress.

A report of the operations under the foregoing appropriation shall be submitted by the President to Congress before the 10th day of January in each of the next two regular sessions of Congress, which report shall include a statement of the expenditures made and obligations incurred, by classes and amounts.

* * * * *

—Title of
Act.

Sec. 9. This Act may be cited as the First Deficiency Appropriation Act, fiscal year 1936.

Approved, June 22, 1936.

FIRST DEFICIENCY APPROPRIATION ACT, Fiscal Year 1937

(Public—No. 4—75th Congress)

Title I of the foregoing appropriation act made \$789,000,000 available for RELIEF AND WORK RELIEF, as follows:

To continue to provide relief and work relief as authorized in the Emergency Relief Appropriation Act of 1936, and subject to all the provisions thereof, \$789,000,000, which amount shall be added to, and proportionately increase the specified amounts of the limitations prescribed under, the appropriation made in such Act: Provided, That no part of this appropriation or of the appropriation in the Emergency Relief Appropriation Act of 1936 shall be used to pay the compensation of any person, not taken from the relief rolls, detailed or loaned for service in connection with any investigation or inquiry undertaken by any committee of either House of Congress under special resolution thereof. This proviso shall not take effect until thirty days after the date of the enactment of this Act.

Approved, February 9, 1937.

Deficiency
Appropriation
of \$789,000,000
to the Emer-
gency Relief
Appropriation
Act of 1936.

[Public Resolution—No. 47—75th Congress]

(H. J. Res. 361)

JOINT RESOLUTION

Making appropriations for relief purposes.

Emergency
Relief Approp-
riation Act
of 1937.

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled,

TITLE I

—Purpose.

—Appropriation of
\$1,500,000,000

—Unexpended
Balances of
Previous ERA
Appropriations
Available.

—Classes of
Projects and
Fund Limita-
tions.

—To Be Used
Only for Relief
or Work Relief.

—5 Percent for
Administrative
Expenditures.

—Amounts May
be Increased
Proportionately
to Unexpended
Balances.

—Amounts May
Be Increased by
15 Percent by
Transfer.

That in order to continue to provide relief, and work relief on useful projects, in the United States and its Territories and possessions (including projects heretofore approved for the Works Progress Administration which projects shall not be subject to the limitations hereinafter specified in this section) there is hereby appropriated, out of any money in the Treasury not otherwise appropriated, to remain available until June 30, 1938, and to be used in the discretion and under the direction of the President, \$1,500,000,000 together with such unexpended balances as the President may determine, of appropriations made by (a) the second paragraph of the Emergency Relief Appropriation Act of 1936, as supplemented by the First Deficiency Appropriation Act, fiscal year 1937, and (b) section 1 of the Emergency Relief Appropriation Act of 1935, including the unexpended balances of appropriations referred to therein: Provided, That this appropriation shall be available for the following classes of public projects, Federal and non-Federal, and the amounts to be used for each class shall not, except as hereinafter provided, exceed the respective amounts stated, namely: (a) Highways, roads, and streets, \$415,000,000; (b) public buildings, parks and other recreational facilities, including buildings therein, public utilities, electric transmission and distribution lines or systems to serve persons in rural areas, including projects sponsored by and for the benefit of nonprofit and cooperative associations, sewer systems, water supply and purification, airports and other transportation facilities, flood control, conservation, eradication of insect pests, and miscellaneous work projects, \$630,000,000; (c) assistance for educational, professional, and self-help and clerical persons and women's projects, \$380,000,000; and (d) National Youth Administration, \$75,000,000: Provided further, That no portion of the funds hereby appropriated shall be allocated or used for any purpose except to provide relief or work relief for persons in need: Provided further, That not to exceed 5 per centum of the amount allotted or used by any department or agency may be expended for administration of such relief or work relief; except that this provision shall not apply to allocations made to the General Accounting Office, the Department of Justice, the Treasury Department, the Employees' Compensation Commission, the United States Employment Service of the Department of Labor, the Bureau of Air Commerce of the Department of Commerce, the National Emergency Council, the Resettlement Administration or to the Prison Industries Reorganization Administration, for administrative expenses in performing functions for or on behalf of the relief or work-relief program: Provided further, That the amount specified for any of the foregoing classes may be increased proportionately in accordance with the amount of such unexpended balances as the President transfers for the purposes of this section from the appropriations made by (a) the Emergency Relief Appropriation Act of 1935 and (b) the Emergency Relief Appropriation Act of 1936, as supplemented: Provided further, That the amount specified for any of the foregoing classes may be increased by not to exceed 15 per centum thereof by transfer of an amount or amounts from any other class or classes in order to effectuate the

purposes of the foregoing appropriation: Provided, That no Federal construction project shall be undertaken or prosecuted under this appropriation unless and until there shall have been allocated and irrevocably set aside Federal funds sufficient for its completion; and no non-Federal project shall be undertaken or prosecuted under this appropriation unless and until the sponsor has made a written agreement to finance such part of the entire cost thereof as is not to be supplied from Federal funds. This appropriation shall be available for expenditure by the Resettlement Administration for such loans, relief, and rural rehabilitation for needy persons as the President may determine, including such cost of administration as the President may direct: Provided, That no person employed on work projects and certified as in need of relief who refuses a bona-fide offer of private employment under reasonable working conditions which pays as much or more in compensation for the same length of service as such person receives or could receive under this appropriation and who is capable of performing such work, shall be retained in employment under this appropriation for the period such private employment would be available: Provided further, That any person who takes such private employment shall at the expiration thereof be entitled to immediate resumption of his previous employment status under this appropriation if he is still in need of relief and if he has lost the private employment through no fault of his own.

The funds herein appropriated shall be so apportioned and distributed over the twelve months of the fiscal year ending June 30, 1938, and shall be so administered during such fiscal year, as to constitute the total amount that will be furnished during such fiscal year for relief purposes.

Sec. 2. In carrying out the purposes of the foregoing appropriation the President is authorized (a) to prescribe such rules and regulations as may be necessary and to utilize agencies within the Government and to empower such agencies to prescribe rules and regulations to carry out the functions delegated thereto by the President: Provided, That the rates of pay for persons engaged upon projects under the foregoing appropriation shall be not less than the prevailing rates of pay for work of a similar nature in the same locality as determined by the Works Progress Administration with the approval of the President; and (b) to accept and utilize voluntary and uncompensated services, and utilize, with the consent of the State, such State and local officers and employees as may be necessary, and prescribe their authorities, duties, and responsibilities: Provided, however, That in the employment of persons, applicants in actual need whose names have not heretofore been placed on relief rolls shall be given the same eligibility for employment as applicants whose names have heretofore appeared on such rolls: Provided further, That in order to insure the fulfillment of the purposes for which the foregoing appropriation is made and to avoid competition between the Works Progress Administration and other Federal or non-Federal agencies in the employment of labor on construction projects of any nature whatsoever, financed in whole or in part by the Federal Government, no relief worker shall be eligible for employment on any project of the Works Progress Administration who has refused to accept employment on any other Federal or non-Federal project at a wage rate comparable with or higher than the wage rate established for similar work on projects of the Works Progress Administration: Provided further, That any relief worker who has been engaged on any Federal or non-Federal project and whose service has been regularly terminated through no fault of his own shall not lose his eligibility for restoration to the relief rolls or for reemployment on any other Federal or non-Federal project on account of such previous employment: Provided further, That the fact that a person is entitled to or

—Federal Construction Projects Must Be Completed.

—Agreement of Sponsor for Financing Non-Federal Projects.

—Expenditures by Resettlement Administration.

—Workers Must Accept Offers of Private Employment.

—Apportionment of Funds for Full Fiscal Year.

—Utilization of Government Agencies.

—Prevailing Rates of Pay Authorized.

—Utilization of Uncompensated Services.

—Applicants in Need Eligible.

—Workers Must Accept Employment on Projects of Other Agencies.

—Adjusted-Service Bonds Not To Affect Eligibility.

has received either adjusted-service bonds or a Treasury check in payment of an adjusted-compensation certificate shall not be considered in determining actual need of such employment.

—Regulations Governing Employment of Aliens.

Sec. 3. The departments, agencies, or establishments having supervision of projects for which funds from the foregoing appropriation are made available shall not knowingly employ on such projects aliens illegally within the limits of the United States or aliens who have not filed declaration of intention to become citizens and they shall make every reasonable effort consistent with prompt employment of the destitute unemployed to see that such aliens are not employed, and if employed and their status as such alien is disclosed they shall thereupon be discharged: Provided, That preference shall be given to American citizens who are in need of relief in employment by the Works Progress Administration and next those aliens who are in need of relief and who have declared their intention to become citizens prior to the enactment of this joint resolution: Provided further, That veterans of the World War and Spanish War who are in need of relief shall be given preference for employment by the Works Progress Administration.

—Preference to American Citizens.

—Preference to War Veterans.

—Senate Confirmation of Certain Appointments.

Sec. 4. Any Administrator or other officer named to have general supervision at the seat of government over the program and work contemplated under the foregoing appropriation and receiving a salary of \$5,000 or more per annum from such appropriation, and any State or regional administrator receiving a salary of \$5,000 or more per annum from such appropriation shall be appointed by the President, by and with the advice and consent of the Senate: Provided, That the provisions of section 1761 of the Revised Statutes shall not apply to any such appointee and the salary of any person so appointed shall not be increased for a period of six months after confirmation.

—State Administrative Appointments Must Be From State Citizens.

Sec. 5. Appointments to Federal positions of an administrative or advisory capacity under the foregoing appropriation in any State shall be made from among the bona-fide citizens of that State so far as not inconsistent with efficient administration.

—Administrative and Supervisory Employees Must Be Citizens of Area in Which Office or Project Is Located.

So far as not inconsistent with efficient administration no part of the sums appropriated by this joint resolution shall be available to pay the compensation of any officer or employee of the United States who holds an administrative, executive, or supervisory position under this joint resolution, if the position is in any office located outside the District of Columbia or is on any project prosecuted in any place outside the District of Columbia, unless such person is an actual and bona-fide citizen of the State, Territory, region, or district in which the office or project is situated, but this provision shall not apply to the temporary and emergency assignment of any person to a position where the period of service in such position does not exceed sixty days.

—Funds Not To Be Used To Pay Salary of Candidates for Office.

Sec. 6. No part of the foregoing appropriation shall be used to pay the salary or expenses of any person who is a candidate for any State, district, county, or municipal office (such office requiring full time of such person and to which office a salary or per diem attaches), in any primary, general, or special election, or who is serving as a campaign manager or assistant thereto for any such candidate.

—Administrative Appointments in D. C. Apportioned Among States.

Sec. 7. Hereafter, so far as not inconsistent with efficient administration, all appointments of persons to the Federal Service for employment within the District of Columbia, under the provisions of this joint resolution, whether such appointments be within the classified civil service or otherwise, shall be apportioned among the several States and the District of Columbia upon the basis of population as ascertained at the last preceding census.

In making separations from the Federal Service, or furloughs without pay to last as long as three months, of persons employed within the District of Columbia, under the provisions of this joint resolution the appointing power shall give preference, as nearly as good administration will warrant, in retention to appointees from States that have not received their share of appointments according to population: Provided, however, That soldiers, sailors, and marines, the widows of such, or the wives of injured soldiers, sailors, and marines, who themselves are not qualified, but whose wives are qualified to hold a position in the Government service, shall be given preference in retention, in their several grades and classes, where their ratings are good or better.

Sec. 8. The provisions of the Act of February 15, 1934 (48 Stat. 351), relating to disability or death compensation and benefits shall apply to persons (except administrative employees qualifying as civil employees of the United States) receiving compensation from the foregoing appropriation for services rendered as employees of the United States and to persons receiving assistance in the form of payments from the United States for services rendered under the National Youth Administration created by Executive Order of June 26, 1935: Provided, That hereafter the monthly compensation in any individual case heretofore or hereafter coming within the purview of said Act of February 15, 1934, shall not exceed the rate of \$30, exclusive of medical costs: Provided further, That so much of the foregoing appropriation as the United States Employees' Compensation Commission, with the approval of the Director of the Bureau of the Budget, estimates and certifies to the Secretary of the Treasury will be necessary for the payment of such compensation and administrative expenses shall be set aside in a special fund to be administered by the Commission for such purposes; and after June 30, 1938, such special fund shall be available for such purposes annually in such amounts as may be specified therefor in the annual appropriation Acts: Provided further, That this section shall not apply in any case coming within the purview of the workmen's compensation law of any State or Territory, or in which the claimant has received or is entitled to receive similar benefits for injury or death.

—Injury Compensation.

Sec. 9. Subject to the limitations of section 1 of this joint resolution so much of the foregoing appropriation as may be determined by the President to be necessary for administrative expenses of any department, establishment, or agency of the United States for additional work incident to carrying out the purposes of such appropriation or the provisions of section 5 of the Emergency Relief Appropriation Act of 1935, or as may be necessary for administrative expenses of the National Resources Committee may be allotted therefor by the President, and the funds so allotted shall be available until June 30, 1938, for expenditure in the discretion of the President for the purposes and in accordance with the provisions of the first paragraph of section 3 of said Act.

—Allotments for Administrative Expense.

Sec. 10. In carrying out the purpose of the foregoing appropriation the President is authorized to prescribe rules and regulations for the establishment of special funds in the nature of revolving funds for use, until June 30, 1938, in the purchase, repair, distribution, or rental of materials, supplies, equipment, and tools: Provided, That the requirement in section 1 hereof that no Federal construction project shall be undertaken unless and until there have been allocated and irrevocably set aside sufficient funds for its completion shall not apply to flood control and water conservation projects authorized by other law and prosecuted hereunder.

—Revolving Funds for Material, Supplies, Equipment, and Tools.

—Flood Control and Water Conservation Projects.

—Purchases
Less Than
\$300.

Sec. 11. The provisions of section 3709 of the Revised Statutes (U. S. C., title 41, sec. 5) shall not apply to any purchase made or service procured in connection with the foregoing appropriation when the aggregate amount involved is less than \$300.

—Penalty for
False State-
ments, Fraud,
etc.

Sec. 12. Any person who knowingly and with intent to defraud the United States makes any false statement in connection with any application for any project, employment, or relief aid under the foregoing appropriation, or diverts, or attempts to divert or assists in diverting, for the benefit of any person or persons not entitled thereto, any portion of such appropriation, or any services or real or personal property acquired thereunder, or who knowingly, by means of any fraud, force, threat, intimidation, or boycott, or discrimination on account of race, religion, or political affiliations, deprives any person of any of the benefits to which he may be entitled under such appropriation, or attempts so to do, or assists in so doing, shall be deemed guilty of a misdemeanor and fined not more than \$2,000 or imprisoned not more than one year, or both.

—Liquidation
of FERA

Sec. 13. The Works Progress Administrator is hereby authorized and directed to liquidate and wind up the affairs of the Federal Emergency Relief Administration established under the Act of May 12, 1933, as amended, and funds available to said Federal Emergency Relief Administration shall be available for expenditure for such purpose until June 30, 1938.

—Report to
Congress.

Sec. 14. A report of the operations under the foregoing appropriation, including a statement of the expenditures made and obligations incurred by classes and amounts, shall be submitted by the President to Congress before the 15th day of January in each of the next two regular sessions of Congress.

—Projects for
Penal or
Reformatory
Institutions.

Sec. 15. No part of the funds made available in this joint resolution shall be loaned or granted, except pursuant to an obligation incurred prior to the date of the enactment of this joint resolution, to any State, or any of its political subdivisions or agencies, for the purpose of carrying out or assisting in carrying out any program or project of constructing, rebuilding, repairing, or replanning its penal or reformatory institutions, unless the President shall find that the projects to be financed with such loan or grant will not cause or promote competition of the products of convict labor with the products of free labor.

—Title.

Sec. 16. Title I of this joint resolution may be cited as the Emergency Relief Appropriation Act of 1937.

* * * * *

Approved, June 29, 1937, 11 p.m.

[Public Resolution—No. 80—75th Congress]

(H. J. Res. 596)

JOINT RESOLUTION

Making an additional appropriation for relief purposes for the fiscal year ending June 30, 1938.

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That to continue to provide relief, and work relief on useful public projects, as authorized in the Emergency Relief Appropriation Act of 1937, and subject to all the provisions thereof, there is hereby appropriated, out of any money in the Treasury not otherwise appropriated, the sum of \$250,000,000, which amount shall be added to, and proportionately increase the specified amounts of the limitations prescribed under, the appropriation made in such Act.

Additional Appropriation of \$250,000,000 to the Emergency Relief Appropriation Act of 1937.

Approved, March 2, 1938.

[Public Resolution—No. 122—75th Congress]

(H. J. Res. 679)

JOINT RESOLUTION

Making appropriations for work relief, relief, and otherwise to increase employment by providing loans and grants for public works projects.

TITLE I—WORK RELIEF AND RELIEF

Emergency
Relief
Appropriation
Act of 1938.

—Purpose.

—Appropriation of
\$1,425,000,000
to WPA.

—Classes of
Projects and
Fund Limitations.

—Direct
Relief.

—Appropriation of
\$75,000,000
for NYA.

Sec. 1. That in order to continue to provide work relief on useful public projects, and relief, in the United States and its Territories and possessions, there is hereby appropriated, out of any money in the Treasury not otherwise appropriated, to remain available until June 30, 1939, as follows:

(1) To the Works Progress Administration, \$1,425,000,000, together with the balances of allocations heretofore made or hereafter to be made to the Works Progress Administration under the Emergency Relief Appropriation Act of 1937 and the joint resolution of March 2, 1938, which remain unobligated on June 30, 1938, and such amounts shall be available for (a) administration; (b) the prosecution of projects approved for such Administration under the provisions of the Emergency Relief Appropriation Act of 1935, the Emergency Relief Appropriation Act of 1936, and the Emergency Relief Appropriation Act of 1937, and the joint resolution of March 2, 1938, which projects shall not be subject to the limitations (1), (2), and (3) of (d) hereof; (c) aiding self-help and cooperative associations for the benefit of needy persons; and (d) the following types of public projects, Federal and non-Federal, subject to the approval of the President, and the amounts to be used for each class shall not, except as hereinafter provided, exceed the respective amounts stated, namely: (1) Highways, roads, and streets, \$484,500,000; (2) public buildings; parks and other recreational facilities, including buildings therein; public utilities; electric transmission and distribution lines or systems to serve persons in rural areas, including projects sponsored by and for the benefit of nonprofit and cooperative associations; sewer systems, water supply and purification systems; airports and other transportation facilities; flood control; drainage; irrigation; conservation; eradication of insect pests; projects for the production of lime and marl in Wisconsin for fertilizing soil for distribution to farmers under such conditions as may be determined by the sponsors of such projects under provisions of State law; and miscellaneous construction projects, \$655,500,000; and (3) educational; professional, clerical, cultural, recreational, production, service, including training for domestic service, and miscellaneous nonconstruction projects, \$285,000,000: Provided, That the amount specified for any of the foregoing classes may be increased by not to exceed 15 percentum thereof by transfer or retransfer of an amount or amounts from any other class or classes: Provided further, That notwithstanding any other provision of this title, or of the Anti-Deficiency Act, the Works Progress Administrator is authorized, from time to time, out of funds appropriated in this subsection, to use such amount or amounts not to exceed in the aggregate \$25,000,000, as may be determined by the President to be necessary, for the purpose of providing direct relief for needy persons; such amounts may be used in the discretion and under the direction of the President and through such agency or agencies as he may designate;

(2) To the Works Progress Administration for the National Youth Administration, \$75,000,000, together with the balances of allocations heretofore made or hereafter to be made to the Works Progress Administration for the National Youth Administration under the Emergency Relief Appropriation Act of 1937 and the joint resolution of March 2, 1938, which remain unobligated on June 30, 1938,

and such sums shall be available to provide, subject to the approval of the President, on projects of the types specified under (1) (d) hereof for the Works Progress Administration, part-time work and training to needy young persons who are no longer in regular attendance at school and who have been unable to obtain employment, and to enable needy young persons to continue their education at schools, colleges, and universities;

* * * * *

(6) To the United States Employees' Compensation Commission for expenditure in accordance with the provisions of section 16 of this title, \$3,500,000; and any allocations heretofore made or hereafter to be made to such Commission under the Emergency Relief Appropriation Act of 1937 or prior Emergency Relief Appropriation Acts shall not be rescinded or reallocated for any other purpose;

—Appropriation to U. S. Employees' Compensation Commission.

* * * * *

Total of appropriations, title I, \$1,712,905,000.

—Total Appropriation of \$1,712,905,000.

The funds made available by this title shall be used only for work relief or relief for persons in need except as otherwise specifically provided herein.

Sec. 2. The funds appropriated in this title to the Works Progress Administration shall be so apportioned and distributed over the period ending February 28, 1939, and shall be so administered during such period as to constitute the total amount that will be furnished to such Administration during such period for relief purposes, except that upon the happening of some extraordinary emergency or unusual circumstance, which could not be anticipated at the time of making such apportionment, the same may be waived or modified by the President who shall fully set forth the reasons therefor at the time of any such action and communicate the same to Congress in connection with any estimates for additional appropriations to carry out the purposes of this title, but any such waiver or modification shall not have the effect of reducing the total period of apportionment of such funds as provided herein by more than one month; and the funds appropriated in this title to the Secretary of Agriculture, to the Works Progress Administration for the National Youth Administration, and to the other agencies, shall be so apportioned and distributed over the twelve months of the fiscal year ending June 30, 1939, and shall be so administered during such fiscal year as to constitute the total amounts that will be furnished to the Secretary of Agriculture, to the Works Progress Administration for the National Youth Administration, and to the other agencies during such fiscal year for the purpose of this title.

—Apportionment of Funds to WPA to Feb. 28, 1939.

Sec. 3. The Administrator of the Works Progress Administration is authorized to allocate to other Federal departments, establishments, and agencies, for the purpose of operating projects of the types specified for the Works Progress Administration under section 1 of this title, including administrative expenses of any such department, establishment, or agency incident to the operation of such projects, not to exceed \$60,000,000 of the funds made available by such section to such Administration and to prescribe rules and regulations for the operation of such projects: Provided, That not to exceed 5 per centum of the total amount so allotted to any such department, establishment, or agency shall be expended for such administrative expenses.

—Allocations by WPA to other Federal Agencies.

Sec. 4. The Works Progress Administration, the National Youth Administration within the Works Progress Administration, the Farm Security Administration within the Department of Agriculture, the National Emergency Council, and the National Resources Committee, are hereby extended until June 30, 1939, to carry out the purposes of this title.

—Extension of WPA, NYA, and Other Agencies to June 30, 1939.

—Federal
Construction
Projects Must
Be Completed.

Sec. 5. No Federal construction project, except flood control and water conservation projects authorized under other law, shall be undertaken or prosecuted under the appropriations in this title unless and until there shall have been allocated and irrevocably set aside Federal funds sufficient for its completion; and no non-Federal project shall be undertaken or prosecuted under such appropriations unless and until the sponsor has made a written agreement to finance such part of the entire cost thereof as is not to be supplied from Federal funds.

—Contribu-
tions by
Sponsor.

Sec. 6. Federal agencies having supervision of projects prosecuted under the appropriations in this title are authorized to receive from sponsors of non-Federal projects contributions in services, materials or money, such money to be deposited with the Treasurer of the United States. Such contributions shall be expended or utilized as agreed upon between the sponsor and the Federal agency.

—Rules and
Regulations.

Sec. 7. In carrying out the purposes of this title, the heads of the departments, establishments, and agencies to which funds are appropriated herein are authorized to prescribe such rules and regulations as may be necessary.

—Administra-
tive Expense.

Sec. 8. The appropriations in this title for administrative expenses and such portion of other appropriations in this title as are available for administrative expenses shall not be obligated for such administrative expenses in excess of the amounts which the department, establishment, or agency, with the approval of the Director of the Bureau of the Budget, shall have certified to the Secretary of the Treasury as necessary for such purposes. The amounts so certified for administrative expenses shall be available for expenditure by such department, establishment, or agency concerned for personal services in the District of Columbia and elsewhere and for the objects set forth in subsection (a) of section 3 of the Emergency Relief Appropriation Act of 1935 and with the authority set forth in subsection (b) of such section of such Act: Provided, That not to exceed 5 per centum of the amount made available in section 1 of this title to the Works Progress Administration and to the Works Progress Administration for the National Youth Administration shall be used for administration.

—Prevailing
Rates of Pay.

Sec. 9. The rates of pay for persons engaged upon projects under the appropriations in this title shall be not less than the prevailing rates of pay for work of a similar nature in the same locality as determined by the Works Progress Administration: Provided, That if minimum rates of pay for persons employed by private employers in any occupation are established by or pursuant to the authority conferred by any Labor Standards Act enacted at the third session of the Seventy-fifth Congress, not less than the minimum rates of pay so established shall be paid to persons in similar occupations in the same locality employed on projects under the appropriation in subsection 1 of section 1 of this title.

—Applicants
in Need.

Sec. 10. In the employment of persons on projects under the appropriations in this title, applicants in actual need whose names have not heretofore been placed on relief rolls shall be given the same eligibility for employment as applicants whose names have heretofore appeared on such rolls: Provided, That in order to insure the fulfillment of the purposes for which such appropriations are made and to avoid competition between the Works Progress Administration and other Federal or non-Federal agencies in the employment of labor on construction projects of any nature whatsoever, financed in whole or in part by the Federal Government, no relief worker shall be eligible for employment on any project of the Works Progress Administration who has refused to accept employment on any other Federal or non-Federal project at a wage rate comparable

—Workers Must
Accept Employ-
ment on Proj-
ects of Other
Agencies.

with or higher than the wage rate established for similar work on projects of the Works Progress Administration: Provided further, That any relief worker who has been engaged on any Federal or non-Federal project and whose service has been regularly terminated through no fault of his own shall not lose his eligibility for restoration to the relief rolls or for reemployment on any other Federal or non-Federal project on account of such previous employment: Provided further, That the fact that a person is entitled to or has received either adjusted-service bonds or a Treasury check in payment of an adjusted-compensation certificate shall not be considered in determining actual need of such employment: Provided further, That every relief worker employed on any Federal or non-Federal Works Progress Administration project shall be required, as a condition to his continued employment, to file quarterly a statement as to the amount of his earnings, if any, from outside employment while he was assigned to such a project, and the statements so filed shall be taken into consideration in assigning such workers to employment on such projects and in continuing them in such employment. Farmers in need and who need employment to supplement their farm income but who are not on relief rolls shall have the same eligibility for employment on projects in rural areas as persons on such rolls.

—Relief
Workers on WPA
Projects To
File Statement
of Earnings.

—Farmers.

Sec. 11. No alien illegally within the limits of the United States, and no alien who has not, prior to the date of enactment of this joint resolution, filed a declaration of intention to become an American citizen which is valid and has not expired, shall knowingly be given employment or continued in employment on any project prosecuted under the appropriations in this title: Provided, That preference in employment on such projects shall be given in the following order: (1) Veterans of the World War and the Spanish-American War and veterans of any campaign or expedition in which the United States has been engaged (as determined on the basis of the laws administered by the Veterans' Administration) who are in need and are American citizens; (2) other American citizens, Indians and other persons owing allegiance to the United States who are in need; and (3) those aliens in need whose declarations of intention to become American citizens were filed prior to the date of enactment of this joint resolution and are valid and have not expired.

—Aliens.

—Preferences
in Employment
on Projects.

Sec. 12. No person employed on work projects under the appropriations in this title and in need who refuses a bona-fide offer of private employment under reasonable working conditions which pays as much or more in compensation for the same length of service as such person receives or could receive under such appropriations and who is capable of performing such work, shall be retained in employment for the period such private employment would be available: Provided, That any person who takes such private employment shall at the expiration thereof be entitled to immediate resumption of his previous employment status if he is still in need and if he has lost the private employment through no fault of his own.

—Workers Must
Accept Offers
of Private
Employment.

Sec. 13. Appointments to Federal positions of an administrative or advisory capacity under the appropriations in this title in any State shall be made from among the bona-fide citizens of that State so far as not inconsistent with efficient administration.

—State Admin-
istrative
Appointments
Must Be From
State Citizens.

So far as not inconsistent with efficient administration no part of the appropriations in this title shall be available to pay the compensation of any officer or employee of the United States who holds an administrative, executive, or supervisory position under this joint resolution, if the position is in any office located outside the District of Columbia or is on any project prosecuted in any place outside the District of Columbia, unless such person is an actual and bona-fide citizen of the State, Territory, region, or district

—Administra-
tive and
Supervisory
Employees Must
Be Citizens of
Area in Which
Office or
Project Is
Located.

in which the office or project is situated, but this provision shall not apply to the temporary and emergency assignment of any person to a position where the period of service in such position does not exceed sixty days.

—Funds Not To Be Used To Pay Salaries of Candidates for Office.

Sec. 14. No part of any appropriation in this title shall be used to pay the salary or expenses of any person in a supervisory or administrative position who is a candidate for any State, district, county, or municipal office (such office requiring full time of such person and to which office a salary or per diem attaches), in any primary, general or special election, or who is serving as a campaign manager or assistant thereto for any such candidate.

—Administrative Appointments in D. C. Apportioned Among States.

Sec. 15. Hereafter, so far as not inconsistent with efficient administration, all appointments of persons to the Federal Service for employment within the District of Columbia, under the provisions of this joint resolution, whether such appointments be within the classified civil service or otherwise, shall be apportioned among the several States and the District of Columbia upon the basis of population as ascertained at the last preceding census.

In making separations from the Federal Service, or furloughs without pay to last as long as three months, of persons employed within the District of Columbia, under the provisions of this joint resolution the appointing power shall give preference, as nearly as good administration will warrant, in retention to appointees from States that have not received their share of appointments according to population: Provided, however, That soldiers, sailors, and marines, the widows of such, or the wives of injured soldiers, sailors, and marines, who themselves are not qualified, but whose wives are qualified to hold a position in the Government Service, shall be given preference in retention, in their several grades and classes, where their ratings are good or better.

—Injury Compensation.

Sec. 16. The provisions of the Act of February 15, 1934 (48 Stat. 351), as amended, relating to disability or death compensation and benefits shall apply to persons (except administrative employees qualifying as civil employees of the United States) receiving compensation from the appropriations in this title for services rendered as employees of the United States and to persons receiving assistance in the form of payments from the United States for services rendered under the National Youth Administration created by Executive order of June 26, 1935: Provided, That effective July 1, 1938, the monthly compensation in any individual case heretofore or hereafter coming within the purview of such Act of February 15, 1934, shall not exceed the rate of \$50, and the aggregate payments shall not exceed \$4,000, exclusive of medical costs: Provided further, That so much of the appropriation in section 1 of this title to the United States Employees' Compensation Commission, as the Commission, with the approval of the Director of the Bureau of the Budget, estimates and certifies to the Secretary of the Treasury will be necessary for the payment of such compensation and administrative expenses shall be set aside in a special fund to be available and to be administered by the Commission during the fiscal year 1939 for such purposes; and after June 30, 1939, such special fund shall be added to and become part of the "Employees' Compensation Fund, Emergency Relief," set up in accordance with the provisions of the Independent Offices Appropriation Act, 1939: Provided further, That said "Employees' Compensation Fund, Emergency Relief" and the special fund herein authorized shall not be limited in its use to the United States, its Territories, and possessions and any payments heretofore made to persons outside the United States, its Territories, and possessions from the special funds set aside to be administered by said Commission, if otherwise valid, are hereby validated: Provided further, That this section shall not apply in any case coming within

the purview of the workmen's compensation law of any State or Territory, or in which the claimant has received or is entitled to receive similar benefits for injury or death.

Sec. 17. In carrying out the purpose of the appropriations in this title, the Secretary of the Treasury is authorized to prescribe rules and regulations for the establishment of special funds for the Procurement Division, Branch of Supply, Treasury Department, and the Works Progress Administration, in the nature of revolving funds for use, until June 30, 1939, in the purchase, repair, distribution, or rental of materials, supplies, equipment, and tools.

—Revolving
Funds for
Materials,
Supplies,
Equipment,
and Tools.

Sec. 18. The provisions of section 3709 of the Revised Statutes (41 U. S. C., 5) shall not apply to any purchase made or service procured in connection with the foregoing appropriation when the aggregate amount involved is less than \$300.

—Purchases
Less Than
\$300.

Sec. 19. Any person who knowingly and with intent to defraud the United States makes any false statement in connection with any application for any project, employment, or relief aid under the appropriations in this title, or diverts, or attempts to divert or assists in diverting, for the benefit of any person or persons not entitled thereto, any portion of such appropriation, or any services or real or personal property acquired thereunder, or who knowingly, by means of any fraud, force, threat, intimidation, or boycott, or discrimination on account of race, religion, political affiliations, or membership in a labor organization, deprives any person of any of the benefits to which he may be entitled under any such appropriation, or attempts so to do, or assists in so doing, shall be deemed guilty of a misdemeanor and fined not more than \$2,000 or imprisoned not more than one year, or both.

—Penalty
for False
Statements,
Fraud, etc.

Sec. 20. The Works Progress Administrator is authorized to consider, ascertain, adjust, determine, and pay from the appropriation to the Works Progress Administration in this title any claim arising out of operations thereunder accruing after the effective date of this title on account of damage to or loss of property caused by the negligence of an employee of the Works Progress Administration or of the National Youth Administration while acting within the scope of his employment: Provided, That no claim shall be considered hereunder which is in excess of \$500, or which is not presented in writing to the Administration within one year from the date of accrual thereof: Provided further, That acceptance by any claimant of the amount allowed on account of his claim shall be deemed to be in full settlement thereof, and the action of the Administrator upon such claim so accepted by the claimant shall be conclusive.

—Property
Damage Claims.

Sec. 21. Reports of the operations under the appropriations in this joint resolution and the appropriation contained in the Emergency Relief Appropriation Act of 1937, and the joint resolution of March 2, 1938, including a statement of the expenditures made and obligations incurred by classes, projects, and amounts shall be submitted by the President to Congress on or before the fifteenth of January in each of the next two regular sessions of Congress: Provided, That such reports shall be in lieu of the report required by section 14 of such Act of 1937.

—Report to
Congress.

Sec. 22. No part of the funds made available in this joint resolution shall be loaned or granted, except pursuant to an obligation incurred prior to the date of the enactment of this joint resolution, to any State, or any of its political subdivisions or agencies, for the purpose of carrying out or assisting in carrying out any program or project of constructing, rebuilding, repairing, or replanning its penal or reformatory institutions, unless the President shall find that the projects to be financed with such loan or grant will not cause or promote competition of the products of convict labor with the products of free labor.

—Projects for
Penal or Reform-
atory Institu-
tions.

—Expenditures
for Other Than
Labor Costs.

Sec. 23. The funds herein appropriated to the Works Progress Administration, exclusive of those used for administrative expenses, shall be so administered by the Works Progress Administrator that, except as hereinafter provided, expenditure authorizations for other than labor costs for all the projects financed from such funds in any State, Territory, possession, or the District of Columbia shall not exceed an average of \$7 per month per worker employed after June 30, 1938, and prior to February 28, 1939, on all such projects: Provided, That not to exceed \$25,000,000 of the funds herein appropriated to the Works Progress Administration may be used by the Works Progress Administrator to supplement the amounts so authorized for other than labor costs in any State, Territory, possession, or the District of Columbia where in the opinion of the Administrator an emergency makes such additional expenditures necessary to assure the operation of sound projects.

—Title.

Sec. 24. This title may be cited as the "Emergency Relief Appropriation Act of 1938."

[Public Resolution—No. 1—76th Congress, 1st Session]

(H. J. Res. 83)

JOINT RESOLUTION

Making an additional appropriation for work relief and relief for the fiscal year ending June 30, 1939.

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That in order to continue to provide work relief on useful public projects, and relief, as authorized in the Emergency Relief Appropriation Act of 1938, and subject to all of the provisions of such Act, there is hereby appropriated to the Works Progress Administration, out of any money in the Treasury not otherwise appropriated, the sum of \$725,000,000, which amount shall be added to the \$1,425,000,000 appropriated to that Administration in section 1, subsection (1), of such Emergency Relief Appropriation Act of 1938 and shall proportionately increase the amounts specified in limitations (1), (2), and (3), of (d) of subsection (1) of section 1 of such Act: Provided, That the provisions of section 2 of such Act prescribing February 28, 1939, as the end of the period over which the funds appropriated to the Works Progress Administration shall be apportioned and distributed are hereby amended so as to prescribe June 30, 1939, as the end of such period: Provided further, That notwithstanding any other provision of law, the Works Progress Administrator is authorized, from time to time, out of the funds appropriated in this joint resolution, to use such amount or amounts not to exceed in the aggregate \$15,000,000 as may be determined by the Administrator to be necessary, for the purpose of providing direct relief for needy persons: Provided further, That notwithstanding any of the provisions of section 2 of the Emergency Relief Appropriation Act of 1938, the amount herein appropriated shall be so apportioned by the Works Progress Administration as to cover the entire period from the date of the approval of this Act until June 30, 1939: Provided further, That prior to April 1 there shall be no administrative reduction of more than 5 per centum in the number of employees upon Works Progress projects and that the funds available for the remainder of the fiscal year shall be apportioned in the discretion of the Administrator: Provided further, That should there arise an emergency which in the opinion of the President would require the submission of an estimate for an additional appropriation, the President in submitting such estimate shall submit a statement as to the facts constituting such emergency: Provided further, That the Administrator shall immediately cause to be made an investigation of the rolls of relief employees on work projects and eliminate from such rolls those not in actual need: Provided further, That the limitation of \$60,000,000 in section 3 of such Act, on the amount that may be allocated to other Federal departments, establishments, and agencies is hereby increased to \$88,000,000: Provided further, That the words "and prior to February 28, 1939," are hereby deleted from section 23 of such Act: Provided further, That the provisions of Executive Order Numbered 7916, dated June 24, 1938, shall not apply to positions the compensation of which is payable from appropriations contained in the Emergency Relief Appropriation Act of 1938 or from the amount appropriated in this joint resolution, and such appropriations shall not be available for the compensation of the incumbent of any position placed in the competitive classified civil service of the United States after January 10, 1939: Provided further, That no requirement of eligibility for employment under such Emergency Relief Appropriation Act of 1938, as amended, shall be effective which prohibits the

Additional Appropriation of \$725,000,000 to Emergency Relief Appropriation Act of 1938.

—Apportionment of Funds to WPA to June 30, 1939.

—Direct Relief.

—5 Percent Reduction Restriction.

—Investigation of Rolls for Employees Not in Need.

—Allocations by WPA to Other Federal Agencies.

—Executive Order on Civil Service Not Applicable to Persons Paid From This Appropriation.

—Restrictions on Limitation of Eligibility Requirements.

—Mills and
Factories Not
To Be Estab-
lished.

employment of persons 65 years of age or over or women with dependent children: Provided further, That no funds appropriated in the Emergency Relief Appropriation Act of 1938 or herein appropriated shall be used by any Federal agency to establish mills or factories which would manufacture for sale articles or materials in competition with existing industries.

Sec. 2. Section 11 of the Emergency Relief Appropriation Act of 1938 is hereby amended to read as follows:

—Affidavit as
to U. S. Citi-
zenship Must
Be Made.

Sec. 11. No alien shall be given employment or continued in employment on any project prosecuted under the appropriations contained in the Emergency Relief Appropriation Act of 1938 or this joint resolution: Provided, That no part of the money herein appropriated shall be available to pay any person thirty days after the approval of this joint resolution who does not make affidavit as to United States citizenship, such affidavit to be considered prima facie evidence of such citizenship: Provided further, That preference in employment on such projects shall be given in the following order: (1) Veterans of the World War and Spanish-American War and veterans of any campaign or expedition in which the United States has been engaged (as determined on the basis of the laws administered by the Veterans' Administration) who are in need and are American citizens; (2) other American citizens, Indians and other persons owing allegiance to the United States who are in need.

—Preferences
in Employment
on Projects.

—Promising
Employment for
Political
Activity
Prohibited.

Sec. 3. (a) It shall be unlawful for any person, directly or indirectly, to promise any employment, position, work, compensation, or other benefit, provided for or made possible by the Emergency Relief Appropriation Act of 1938 or this joint resolution, or any other Act of the Congress, to any person as consideration, favor, or reward for any political activity or for the support of or opposition to any candidate or any political party in any election.

—Racial,
Religious, or
Political
Discrimination
Prohibited.

(b) It shall be unlawful for any person to deprive, attempt to deprive, or threaten to deprive, by any means, any person of any employment, position, work, compensation, or other benefit, provided for or made possible by the Emergency Relief Appropriation Act of 1938 or this joint resolution, on account of race, creed, color, or any political activity, support of, or opposition to any candidate or any political party in any election.

(c) Any person who knowingly violates any provision of this section shall be guilty of a felony and, upon conviction, shall be fined not more than \$1,000 or imprisonment for not more than one year, or both. The provisions of this section shall be in addition to, not in substitution for, any other sections of existing law, or of this joint resolution.

—Political
Activity of
Persons in
Administrative
or Supervisory
Capacity
Prohibited.

Sec. 4. (a) It shall be unlawful for any person employed in any administrative or supervisory capacity by any agency of the Federal Government, whose compensation or any part thereof is paid from funds authorized or appropriated by the Emergency Relief Appropriation Act of 1938 or this joint resolution, to use his official authority or influence for the purpose of interfering with an election or affecting the results thereof. While such persons shall retain the right to vote as they please and to express privately their opinions on all political subjects, they shall take no active part in political management or in political campaigns.

(b) Any person violating the provisions of this section shall be immediately removed from the position or office held by him, and thereafter no part of the funds appropriated by the Emergency Relief Appropriation Act of 1938 or this joint resolution shall be used to pay the compensation of such person. The provisions of this section shall be in addition to, not in substitution for, any other sections of existing law, or of this joint resolution.

Sec. 5. (a) It shall be unlawful for any person knowingly to solicit, or knowingly be in any manner concerned in soliciting, any assessment, subscription, or contribution for the campaign expenses of any individual or political party from any person entitled to or receiving compensation or employment provided for by the Emergency Relief Appropriation Act of 1938 or this joint resolution.

—Political
Solicitations
Prohibited.

(b) Any person who knowingly violates any provision of this section shall be guilty of a felony and, upon conviction, shall be fined not more than \$1,000 or imprisoned for not more than one year, or both. The provisions of this section shall be in addition to, not in substitution for, any other sections of existing law, or of this joint resolution.

Sec. 6. Section 21 of the Emergency Relief Appropriation Act of 1938 is hereby amended by striking out the word "projects,".

Sec. 7. No person in need who refuses a bona-fide offer of private employment under reasonable working conditions which pays the prevailing wage for such work in the community where he resides and who is capable of performing such work shall be employed or retained in employment on work projects under the funds appropriated in the Emergency Relief Appropriation Act of 1938 or this joint resolution for the period such private employment would be available: Provided, That any person who takes such private employment shall at the expiration thereof be entitled to immediate resumption of his previous employment status with the Works Progress Administration if he is still in need and if he has lost the private employment through no fault of his own.

—Workers Must
Accept Offers
of Private
Employment.

Sec. 8. None of the funds appropriated by the Emergency Relief Appropriation Act of 1938 or by this joint resolution shall be used for the manufacture, purchase, or construction of any naval vessel, any armament, munitions, or implement of war, for military or naval forces, and no funds herein appropriated or authorized shall be diverted or allocated to any other department or bureau for such purpose.

—Restriction
on Use of Funds
for Military
Purposes.

Approved, February 4, 1939.

[Public Resolution—No. 10—76th Congress]

(H. J. Res. 246)

JOINT RESOLUTION

Making a further additional appropriation for work relief and relief for the fiscal year ending June 30, 1939.

Additional Approp-
riation of
\$100,000,000
to Emergency
Relief Approp-
riation Act
of 1938.

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That the amount of \$725,000,000 appropriated to the Works Progress Administration in section 1 of Public Resolution Numbered 1, Seventy-sixth Congress, entitled "Joint resolution making an additional appropriation for work relief and relief for the fiscal year ending June 30, 1939", approved February 4, 1939, is hereby increased to \$825,000,000, and the difference of \$100,000,000 between such two amounts is hereby appropriated, out of any money in the Treasury not otherwise appropriated.

Approved, April 13, 1939.

REORGANIZATION PLAN NO. 1

Prepared by the President and transmitted to the Senate and the House of Representatives in Congress assembled, April 25, 1939, pursuant to the provisions of the Reorganization Act of 1939, approved April 3, 1939.

Reorganization
Plan No. 1.

PART 3. FEDERAL WORKS AGENCY

Sec. 301. *Federal Works Agency.*—(a) The Bureau of Public Roads in the Department of Agriculture and its functions and personnel (including the Chief thereof) are transferred from the Department of Agriculture; the Public Buildings Branch of the Procurement Division in the Treasury Department and its functions and personnel are transferred from the Treasury Department; the Branch of Buildings Management of the National Park Service in the Department of the Interior and its functions and personnel (except those relating to monuments and memorials), and the functions of the National Park Service in the District of Columbia in connection with the general assignment of space, the selection of sites for public buildings, and the determination of the priority in which the construction or enlargement of public buildings shall be undertaken, and the personnel engaged exclusively in the administration of such functions, and the United States Housing Authority in the Department of the Interior and its functions and personnel (including the Administrator) are transferred from the Department of the Interior; and all of these agencies and functions, together with the Federal Emergency Administration of Public Works and its functions, and all of the Works Progress Administration and its functions (except the National Youth Administration and its functions) are hereby consolidated into one agency to be known as the Federal Works Agency, with a Federal Works Administrator at the head thereof. The Federal Works Administrator shall be appointed by the President, by and with the advice and consent of the Senate, and shall receive a salary at the rate of \$12,000 per annum. He shall have general direction and supervision over the administration of the several agencies consolidated into the Federal Works Agency by this section and shall be responsible for the coordination of their functions.

—Federal
Works Agency.

—Transferred
Agencies.

—Federal Works
Administrator.

(b) The Federal Works Administrator shall appoint an Assistant Federal Works Administrator, who shall receive a salary at the rate of \$9,000 per annum, and he may also appoint such other personnel and make such expenditures as may be necessary.

—Assistant
Federal Works
Administrator.

(c) The Assistant Administrator shall act as Administrator during the absence or disability of the Administrator, or in the event of a vacancy in that office, and shall perform such other duties as the Administrator shall direct.

— —Authority.

(d) The several agencies and functions consolidated by this section in the Federal Works Agency shall carry with them their personnel.

—Transfer of
Personnel.

Sec. 302. *Public Roads Administration.*—(a) The Bureau of Public Roads and its functions shall be administered as the Public Roads Administration at the head of which shall be the Chief of the Bureau of Public Roads whose title shall be changed to Commissioner of Public Roads. Hereafter the Commissioner of Public Roads shall be appointed by the Federal Works Administrator.

—Public Roads
Administration.

(b) All functions of the Secretary of Agriculture relating to the Administration of the Bureau of Public Roads are hereby transferred to, and shall be exercised by, the Federal Works Administrator.

— —Transfer
of Functions.

Sec. 303. *Public Buildings Administration.*—(a) The Public Buildings Branch of the Procurement Division and its functions, the Branch of Buildings Management of the National Park Service and its functions (except those relating

—Public
Buildings
Administration.

to monuments and memorials) and the functions of the National Park Service in the District of Columbia in connection with the general assignment of space, the selection of sites for public buildings, and the determination of the priority in which the construction or enlargement of public buildings shall be undertaken, are hereby consolidated and shall be administered as the Public Buildings Administration, with a Commissioner of Public Buildings at the head thereof. The Commissioner of Public Buildings shall be appointed by the Federal Works Administrator and shall receive a salary at the rate of \$9,000 per annum. The Commissioner of Public Buildings shall act under the direction and supervision of the Federal Works Administrator.

— —Transfer
of Functions.

(b) All functions of the Secretary of the Treasury and the Director of Procurement relating to the Administration of the Public Buildings Branch of the Procurement Division and to the selection of location and sites for public buildings, and all functions of the Secretary of the Interior and the Director of the National Park Service relating to the administration of the functions of the Branch of Buildings Management and the functions of the National Park Service in the District of Columbia in connection with the general assignment of space, the selection of sites for public buildings, and the determination of the priority in which the construction or enlargement of public buildings shall be undertaken, are hereby transferred to, and shall be exercised by, the Federal Works Administrator.

—U. S. Housing
Authority.

Sec. 304. *United States Housing Authority.*—(a) The United States Housing Authority and its functions shall be administered by the United States Housing Administrator under the direction and supervision of the Federal Works Administrator.

— —Transfer
of Functions.

(b) All functions of the Secretary of the Interior relating to the Administration of the United States Housing Authority are hereby transferred to, and shall be exercised by, the Federal Works Administrator.

—Public Works
Administration.

Sec. 305. *Public Works Administration.*—The Federal Emergency Administration of Public Works and its functions shall be administered as the Public Works Administration with a Commissioner of Public Works at the head thereof. The Commissioner of Public Works shall be appointed by the Federal Works Administrator and shall receive a salary at the rate of \$10,000 per annum. The Commissioner of Public Works shall act under the direction and supervision of the Federal Works Administrator.

—Work Projects
Administration.

Sec. 306. *Work Projects Administration.*—The Works Progress Administration and its functions (except the National Youth Administration and its functions) shall be administered as the Work Projects Administration, with a Commissioner of Work Projects at the head thereof. The Commissioner shall be appointed by the Federal Works Administrator and shall receive a salary at the rate of \$10,000 per annum. The Commissioner shall act under the direction and supervision of the Federal Works Administrator.

—Transfer of
Records and
Property.

Sec. 307. *Transfer of records and property.*—All records and property (including office equipment) of the several agencies which, with their functions, are consolidated by section 301 into the Federal Works Agency are hereby transferred to the jurisdiction and control of the Federal Works Agency for use in the administration of the agencies and functions consolidated by that section.

—Transfer of
Funds Except
U. S. Housing
Authority.

Sec. 308. *Transfer of funds.*—(a) So much of the unexpended balances of appropriations, allocations, or other funds available (including those available for the fiscal year ending June 30, 1940) for the use of any agency (except the United States Housing Authority) in the exercise of any functions transferred by this part, or for the use of the head of any department or agency

in the exercise of any functions so transferred, and so much of such balances available to the United States Housing Authority for administrative expenses, as the Director of the Bureau of the Budget shall determine, shall be transferred for use in connection with the exercise of the functions transferred by this part. In determining the amount to be transferred the Director of the Bureau of the Budget may include an amount to provide for the liquidation of obligations incurred against such appropriations, allocations, or other funds prior to the transfer: Provided, That the use of the unexpended balances of appropriations, allocations, or other funds transferred by this section shall be subject to the provisions of section 4 (d) (3) and section 9 of the Reorganization Act of 1939.

(b) All unexpended balances of appropriations, allocations, or other funds available (including those available for the fiscal year ending June 30, 1940) for the use of the United States Housing Authority, other than those transferred by subsection (a) of this section, are hereby transferred with the United States Housing Authority and shall remain available to it for the exercise of its functions.

—For U. S.
Housing
Authority.

Sec. 309. *Administrative funds.*—The Director of the Bureau of the Budget shall allocate to the Federal Works Agency, from appropriations, allocations, or other funds available (including those available for the fiscal year ending June 30, 1940) for the administrative expenses of the agencies and functions consolidated by section 301, such sums, and in such proportions, as he may find necessary for the administrative expenses of the Federal Works Agency.

—Administra-
tive Funds.

Sec. 310. *Personnel.*—Any of the personnel transferred by this part found to be in excess of the personnel necessary for the efficient administration of the functions transferred by this part shall be retransferred under existing law to other positions in the Government service, or separated from the service subject to the provisions of section 10 (a) of the Reorganization Act of 1939.

—Transfer of
Personnel.

* * * * *

[Public Resolution—No. 20—76th Congress]

(S. J. Res. 138)

JOINT RESOLUTION

Providing that Reorganization Plans Numbered I and II shall take effect on
July 1, 1939

Reorganization
Plans Nos. I
and II, Effective
Date.

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That the provisions of reorganization plan numbered I, submitted to the Congress on April 25, 1939, and the provisions of reorganization plan numbered II, submitted to the Congress on May 9, 1939, shall take effect on July 1, 1939, notwithstanding the provisions of the Reorganization Act of 1939.

Sec. 2. Nothing in such plans or this joint resolution shall be construed as having the effect of continuing any agency or function beyond the time when it would have terminated without regard to such plans or this joint resolution or of continuing any function beyond the time when the agency in which it was vested would have terminated without regard to such plans or this joint resolution.

Approved, June 7, 1939.

[Public Resolution—No. 24—76th Congress, 1st Session]

(H. J. Res. 326)

JOINT RESOLUTION

Making appropriations for work relief and relief for the fiscal year ending
June 30, 1940

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That this joint resolution may be cited as the "Emergency Relief Appropriation Act of 1939."

Emergency
Relief Approp-
riation Act
of 1939.

WORK PROJECTS ADMINISTRATION

Sec. 1. (a) In order to continue to provide work for needy persons on useful public projects in the United States and its Territories and possessions, there is hereby appropriated to the Work Projects Administration, out of any money in the Treasury not otherwise appropriated, for the fiscal year ending June 30, 1940, \$1,477,000,000, together with all balances of appropriations under subsection (1) of section 1 of the Emergency Relief Appropriation Act of 1938, as supplemented by Public Resolution Numbered 1 and Public Resolution Numbered 10 of the Seventy-sixth Congress, which remain unobligated on June 30, 1939, including such unobligated balances of funds transferred to other agencies for nonconstruction projects under the provisions of section 3 of such Act of 1938, as supplemented, or set aside for specific purposes in accordance with other law: Provided, That notwithstanding any other provision of law, funds heretofore irrevocably set aside for the completion of Federal construction projects under authority of the Emergency Relief Appropriation Act of 1938, as amended, shall remain available until June 30, 1940, for such completion, and any such funds which remain unobligated by reason of the completion or abandonment of any such Federal construction project shall be returned to this appropriation.

—Purpose.

—Appropriation of
\$1,477,000,000
to Work Proj-
ects Adminis-
tration.

—Funds for
Federal Con-
struction Proj-
ects Approved.

(b) The funds provided in this section shall be available for (1) administration; (2) the prosecution of projects approved by the President under the provisions of the Emergency Relief Appropriation Acts of 1935, 1936, 1937, and 1938; and (3) the prosecution of the following types of public projects, Federal and non-Federal, subject to the approval of the President, namely: Highways, roads, and streets; public buildings; parks, and other recreational facilities, including buildings therein; public utilities; electric transmission and distribution lines or systems to serve persons in rural areas, including projects sponsored by and for the benefit of nonprofit and cooperative associations; sewer systems, water supply, and purification systems; airports and other transportation facilities; flood control; drainage; irrigation; conservation, including projects sponsored by conservation districts and other bodies duly organized under State law for soil erosion control and conservation, preference being given to projects which will contribute to the rehabilitation of individuals and an increase in the national income; eradication of insect, plant, and fungus pests; the production of lime and marl for fertilizing soil for distribution to farmers under such conditions as may be determined by the sponsors of such projects under the provisions of State law; educational, professional, clerical, cultural, recreational, production, and service projects, including training for domestic service; aid to self-help and cooperative associations for the benefit of needy persons; and miscellaneous projects: Provided, however, That all persons employed on work projects shall, so far as practicable, be employed on projects nearest their respective homes.

—Types of
Projects.

—Persons To Be
Employed Near
Residence.

—Expenditures
for Nonlabor
Costs.

(c) The funds appropriated in this section, exclusive of those used for administrative expenses, shall be so administered that expenditure authorizations for other than labor costs for all the work projects financed from such funds in any State, Territory, possession, or the District of Columbia shall not exceed an average for the fiscal year ending June 30, 1940, of \$6 per month per worker, except that the Commissioner of Work Projects (hereinafter referred to as the "Commissioner") may authorize an increase in the average in cases where the increased cost of materials would have the effect of raising such average above \$6 but in no event shall the increase in such average exceed the amount necessary to meet such increase in material costs and in no event shall such average exceed \$7: Provided, That the funds appropriated in this section shall not be used for the purchase of any construction equipment or machinery in any case in which such equipment or machinery can be rented at prices determined by the Commissioner to be reasonable, and his determinations, made in conformity with rules and regulations prescribed by him, shall be final and conclusive.

—Purchase and
Rental of Con-
struction
Equipment.

—Percent of
Sponsor's Con-
tributions.

(d) On and after January 1, 1940, in administering the funds appropriated in this section, not to exceed three-fourths of the total cost of all non-Federal projects thereafter approved to be undertaken within any State, Territory, possession, or the District of Columbia, with respect to which any such funds are used, shall be borne by the United States, and not less than one-fourth of such total cost shall be borne by the State and its political subdivisions, or by the Territory, possession, or the District of Columbia, as the case may be. The facts constituting compliance with the requirements of this subsection shall be determined by the Commissioner, and his determinations, made in conformity with rules and regulations prescribed by him, shall be final and conclusive.

—Administra-
tive Expense
for Work Proj-
ects Adminis-
tration.

(e) The amount which may be obligated for administrative expenses of the Work Projects Administration in the District of Columbia and in the field shall not exceed in the aggregate the sum of \$50,000,000 during the fiscal year 1940, of which sum the amounts so to be obligated for the following respective purposes shall not exceed these sums: Salaries, \$42,500,000; communication service, \$600,000; travel, \$4,200,000; and printing and binding, \$500,000.

—Statement of
Employees Paid
\$1,200 per
Annum or More.

The Commissioner shall transmit to Congress, on the first day of each regular session thereof, a statement showing for each State the names, addresses, positions, and compensation of all employees of the Work Projects Administration whose compensation is at the rate of \$1,200 per annum or more. For the purposes of this paragraph, the term "State" shall include the Territories, possessions, and the District of Columbia.

—Work Proj-
ects Adminis-
tration to
Function Until
June 30, 1940.

(f) The functions heretofore vested in the Works Progress Administration are authorized to be carried out until June 30, 1940, by the Work Projects Administration subject to the provisions of this joint resolution and such latter Administration is hereby extended until such date to carry out the purposes of this section.

—Army Officer
May Be Detailed
as Commis-
sioner.

(g) The President may detail a commissioned officer on the active list of the United States Army to perform the functions of the office of Commissioner of Work Projects, without loss of or prejudice to his status as such officer. Any commissioned officer so detailed shall receive, in addition to his pay and allowances as such officer, an amount sufficient to make his total compensation \$10,000 per annum while he is so detailed.

NATIONAL YOUTH ADMINISTRATION

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DEPARTMENT OF AGRICULTURE

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PUERTO RICO RECONSTRUCTION ADMINISTRATION

* * * * *

INDIAN SERVICE

* * * * *

ADMINISTRATIVE AGENCIES

* * * * *

UNITED STATES EMPLOYEES' COMPENSATION COMMISSION

Sec. 7. (a) In order to carry out the provisions of section 24 hereof, there is hereby appropriated to the United States Employees' Compensation Commission, out of any money in the Treasury not otherwise appropriated, for the fiscal year ending June 30, 1940, \$5,250,000: Provided, That so much of the appropriation in this section, as the Commission, with the approval of the Director of the Bureau of the Budget, estimates and certifies to the Secretary of the Treasury will be necessary for the payment of such compensation and administrative expenses, shall be set aside in a special fund to be available and to be administered by the Commission during the fiscal year 1940 for such purposes; and after June 30, 1940, such special fund shall be added to and become part of the "Employees' Compensation Fund, Emergency Relief," set up in accordance with the provisions of the Independent Offices Appropriation Act, 1939: Provided further, That the special fund herein authorized shall not be limited in its use to the United States, its Territories, and possessions.

—Appropriation to U. S. Employees' Compensation Commission.

(b) The funds appropriated in this section, together with the balance of funds heretofore appropriated or allocated to such Commission under the Emergency Relief Appropriation Act of 1938 or prior emergency relief appropriation acts, shall be available for payments to Federal agencies for medical and hospital services supplied by such departments and establishments in accordance with regulations of the Commission for injured persons entitled to benefits under section 24 hereof.

—Medical and Hospital Services for Injured Workers.

(c) Not to exceed \$75,000 of the amount appropriated in this section shall be available during the fiscal year 1940 for the purposes specified in the appropriation for salaries and expenses of such Commission in the Independent Offices Appropriation Act, 1940.

EXECUTIVE OFFICE OF THE PRESIDENT

* * * * *

NATIONAL RESOURCES PLANNING BOARD

* * * * *

Total appropriations, \$1,755,600,000.

—Total Appropriation of \$1,755,600,000.

GENERAL AND SPECIAL PROVISIONS

Sec. 10. (a) Funds appropriated in this joint resolution to the various Federal agencies shall be so apportioned and distributed over the period ending June 30, 1940, and shall be so administered during such period as to constitute the total amount that will be furnished to such agencies during such period for the purposes herein set forth.

—Funds To Be Apportioned Over Full Fiscal Year.

(b) The funds made available by this joint resolution shall be used only for work relief or relief for persons in need except as otherwise specifically provided herein.

—Allocations by Commissioner to Other Federal Agencies.

Sec. 11. (a) The Commissioner is authorized to allocate not to exceed \$60,000,000 to other Federal agencies for the operation, under such rules and regulations as the Commissioner may prescribe, of projects of the type specified in subsection (b) of section 1 which are within the scope of the functions usually carried out by such agencies, including administrative expenses of such agencies incident to such operation: Provided, That not to exceed 4 per centum of the total amount so allocated to any such agency shall be used for such administrative expenses: Provided further, That no project shall be prosecuted under any allocation under this subsection upon which the percentage of nonrelief persons employed exceeds 10 per centum of the total number of persons employed.

—Nonrelief Employment Under Federal Agency Allocations.

—Federal Construction Projects Must Be Completed.

(b) No Federal construction project, except flood control and water conservation projects authorized under other law, shall be undertaken or prosecuted under the appropriations in this joint resolution unless and until there shall have been allocated and irrevocably set aside Federal funds sufficient for its completion.

—Sponsors' Contributions for Non-Federal Projects.

(c) No non-Federal project shall be undertaken or prosecuted under appropriations under this joint resolution (except under section 4) unless and until the sponsor has made a written agreement to finance such part of the entire cost thereof as the head of the agency, if the agency administers sponsored projects, determines under the circumstances is an adequate contribution taking into consideration the financial ability of the sponsor. The head of the agency shall prescribe rules and regulations relating to the valuation of contributions in kind by sponsors of projects through furnishing the use of their own facilities and equipment and the services of their own employees, which shall also allow credit only to the extent that the furnishing of such contributions represents a financial burden which is undertaken by the sponsors on account of Work Projects Administration projects, or other sponsored projects.

—Limitation of Federal Funds for Construction of Buildings.

Sec. 12. None of the funds made available by this joint resolution shall be expended on the construction of any building (1) the total estimated cost of which, in the case of a Federal building, exceeds \$50,000, or (2) the portion of the total estimated cost of which payable from Federal funds, in the case of a non-Federal building, exceeds \$52,000, unless the building is one (a) for which the project has been approved by the President on or prior to July 1, 1939, or for which an issue of bonds has been approved at an election held, on or prior to such date, or (b) for the completion of which funds have been allocated and irrevocably set aside under prior relief appropriation Acts.

—Authority to Receive Sponsors' Contributions.

Sec. 13. (a) The various agencies for which appropriations are made in this joint resolution are authorized to receive from sponsors of non-Federal projects, contributions in services, materials, or money, such money to be deposited with the Treasurer of the United States. Such contributions shall be expended or utilized as agreed upon between the sponsor and such agencies.

—Disposition of Receipts and Collections.

(b) All receipts and collections of Federal agencies by reason of operations in consequence of appropriations made in this joint resolution, except cash contributions of sponsors of projects and amounts credited to revolving funds authorized by this joint resolution, shall be covered into the Treasury as miscellaneous receipts.

—Federal Agency Allocations.

(c) Except as authorized in this joint resolution, no allocation of funds shall be made to any other Federal agency from the appropriation in this joint resolution for any Federal agency.

Sec. 14. Agencies receiving appropriations under this joint resolution are authorized to prescribe such rules and regulations as may be necessary to carry out the purposes for which such appropriations are made.

—Rules and Regulations.

Sec. 15. (a) The Commissioner shall fix a monthly earning schedule for persons engaged upon work projects financed in whole or in part from funds appropriated by section 1 which shall not substantially affect the current national average labor cost per person of the Work Projects Administration. After August 31, 1939, such monthly earning schedule shall not be varied for workers of the same type in different geographical areas to any greater extent than may be justified by differences in the cost of living. The Commissioner shall require that the hours of work for all persons engaged upon work projects financed in whole or in part by funds appropriated by section 1 shall (1) be one hundred and thirty hours per month except that the Commissioner, in his discretion, may require a lesser number of hours of work per month in the case of relief workers with no dependents and the earnings of such workers shall be correspondingly reduced, and (2) not exceed eight hours in any day and shall not exceed forty hours in any week.

—Monthly Earning Schedule.

—Hours of Work.

(b) The Commissioner may authorize exemptions from the above limitations of monthly earnings and hours of work to protect work already done on a project; to permit making up lost time; in the case of an emergency involving the public welfare and in the case of supervisory personnel employed on work projects.

Sec. 16. (a) In employing or retaining in employment on Work Projects Administration work projects, preference shall be determined, as far as practicable, on the basis of relative needs and shall, where the relative needs are found to be the same, be given in the following order: (1) Veterans of the World War and the Spanish-American War and veterans of any campaign or expedition in which the United States has been engaged (as determined on the basis of the laws administered by the Veterans' Administration) who are in need and are American citizens; and (2) other American citizens, Indians and other persons owing allegiance to the United States who are in need.

—Preference in Employment.

(b) There shall be removed from employment on Work Projects Administration projects all relief workers, excepting veterans, who have been continuously employed on such projects for more than eighteen months, and any relief worker so removed shall be ineligible to be restored to employment on such projects until after (a) the expiration of thirty days after the date of his removal, and (b) recertification of his eligibility for restoration to employment on such projects. In the case of relief workers whose period of eighteen months of continuous employment expires before September 1, 1939, this section shall apply to require their removal not later than August 31, 1939, rather than on such expiration date.

—Removal of Workers Employed More Than 18 Months.

(c) In considering employment of persons upon work projects prosecuted under the appropriations contained in this joint resolution, the agency providing the employment shall determine whether such persons are able to perform the work on work projects to which they can be assigned and no person shall be employed or retained for employment on any such project whose work habits are such or work record shows that he is incapable of performing satisfactorily the work to which he may be assigned on the project.

—Qualifications of Workers.

(d) There shall be removed from employment on Work Projects Administration projects all relief workers whose needs for employment have not been certified by and, except as provided in section 17 (b), no relief worker shall be employed on such projects until after his need for employment has been certified

—Certification of Need for Employment.

by (a) a local public certifying agency or (b) the Work Projects Administration where no such agency exists or where the Work Projects Administration certifies by reason of its refusal to accept certification by local public agencies.

—No Employment for Aliens.

(e) No alien shall be given employment or continued in employment on any work project prosecuted under the appropriations contained in this joint resolution and no part of the money appropriated in this joint resolution shall be available to pay any person who has not made or who does not make affidavit as to United States citizenship, such affidavit to be considered prima facie evidence of such citizenship.

—Periodic Investigation of Need.

(f) The Commissioner shall cause a periodic investigation to be made of the rolls of relief employees on work projects, and shall eliminate from the rolls those not in actual need, such investigation to be made so that each case is investigated not less frequently than once every six months.

—Workers Shall Accept Offers of Private Employment.

Sec. 17. (a) No person in need who refuses a bona-fide offer of private employment under reasonable working conditions which pays the prevailing wage for such work in the community where he resides and who is capable of performing such work shall be employed or retained in employment on work projects under the funds appropriated in this joint resolution for the period such private employment would be available.

(b) Any person who takes such private employment shall at the expiration thereof be entitled to immediate resumption of his previous employment status with the Work Projects Administration if he is still in need and if he has lost the private employment through no fault of his own, and if he has first drawn all the benefits of unemployment compensation that shall have accrued to him during his term in private employment and which are available to him.

—Workers Shall Accept Employment on Projects of Other Agencies.

(c) In order to insure the fulfillment of the purposes for which such appropriations are made and to avoid competition between the Work Projects Administration and other Federal or non-Federal agencies in the employment of labor on projects of any nature whatsoever, financed in whole or in part by the Federal Government, no person in need shall be eligible for employment on any work project of the Work Projects Administration who has refused to accept employment on any other Federal or non-Federal project at earnings comparable with or higher than the earnings established for similar work on work projects of the Work Projects Administration: Provided further, That any person in need who has been engaged on any Federal or non-Federal project and whose service has been regularly terminated through no fault of his own shall not lose his eligibility for reemployment on any other Federal or non-Federal work project on account of such previous employment.

—Oath To Be Executed by Administrative and Supervisory Employees.

Sec. 18. (a) No person shall be employed or retained in employment in any administrative position, or in any supervisory position on any project, under the appropriations in this joint resolution unless such person before engaging in such employment (or prior to August 1, 1939, in the case of any person employed before such date who has not taken an oath of office) subscribes to the following oath:

"I, A B, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office (or employment) on which I am about to enter (or which I now occupy). So help me God."

The head of the agency shall designate administrative and supervisory employees to administer such oath, but no fee shall be charged therefor.

(b) No portion of the appropriation made under this joint resolution shall be used to pay any compensation after September 30, 1939, to any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States through force or violence.

—No Compensation to Persons Advocating Overthrow of Government.

Sec. 19. In carrying out the purpose of the appropriations in this joint resolution, the Secretary of the Treasury with the approval of the Director of the Bureau of the Budget, is authorized to prescribe rules and regulations for the establishment of special funds for any agency receiving an appropriation under this joint resolution, in the nature of revolving funds for use, until June 30, 1940, in the purchase, repair, distribution, or rental of materials, supplies, equipment, and tools.

—Revolving Funds for Materials, Supplies, Equipment, and Tools.

Sec. 20. The provision of section 3709 of the Revised Statutes (41 U. S. C. 5) shall not apply to any purchase made or service procured in connection with the appropriations in this joint resolution when the aggregate amount involved is less than \$300.

—Purchases Less Than \$300.

Sec. 21. The appropriations in this joint resolution for administrative expenses and such portions of other appropriations in this joint resolution as are available for administrative expenses may be obligated in the amounts which the agency, with the approval of the Director of the Bureau of the Budget, shall have certified to the Secretary of the Treasury as necessary for personal services, in the District of Columbia and elsewhere, and for contract stenographic reporting services, supplies and equipment; purchase and exchange of lawbooks, books of reference, directories, and periodicals, newspapers and press clippings; travel expenses, including expenses of attendance at meetings of officials and employees of the agency on official business; rental at the seat of government and elsewhere; purchase, operation, and maintenance of motor-propelled passenger-carrying vehicles; printing and binding and such other expenses as may be necessary for the accomplishment of the objectives of this joint resolution.

—Allowable Administrative Expenses.

Sec. 22. (a) The provisions of Executive Order Numbered 7916, dated June 24, 1938, shall not apply to positions the compensation of which is payable from appropriations contained in this joint resolution, and such appropriations shall not be available for the compensation of the incumbent of any position placed in the competitive classified civil service of the United States after January 10, 1939.

—Executive Order on Civil Service Not Applicable to Persons Paid From This Appropriation.

(b) In carrying out the purposes of this joint resolution the agencies receiving appropriations herein or allocations under such appropriations are authorized to accept and utilize such voluntary and uncompensated services, appoint, without regard to civil-service laws, such officers and employees, and utilize, with the consent of the head of the Federal agency by which they are employed, such Federal officers and employees, and with the consent of the State such State and local officers and employees at such compensation as shall be determined by the head of the agency involved, as may be necessary, and prescribe their authorities, duties, responsibilities, and tenure, and, without regard to the Classification Act of 1923, as amended, to fix the compensation of any officers and employees so appointed.

—Authority for Appointment of Officers and Employees.

(c) Appointments to Federal positions of an administrative or advisory capacity under the appropriations in this joint resolution in any State shall be made from among the bona-fide citizens of that State so far as not inconsistent with efficient administration.

—State Administrative Appointments Shall Be From State Citizens.

—Separations
From Service
of Persons
Employed in
District of
Columbia.

Sec. 23. In making separations from the Federal service, or furloughs without pay to last as long as three months, of persons employed within the District of Columbia, under the provisions of this joint resolution, the appointing power shall give preference, as nearly as good administration will warrant, in retention to appointees from States that have not received their share of appointments according to population: Provided, however, That soldiers, sailors, and marines, the widows of such, or the wives of injured soldiers, sailors, and marines, who themselves are not qualified, but whose wives are qualified to hold a position in the government service, shall be given preference in retention, in their several grades and classes, where their ratings are good or better.

—Disability
or Death
Compensation.

Sec. 24. The provisions of the Act of February 15, 1934 (48 Stat. 351), as amended, relating to disability or death compensation and benefits shall apply to persons (except administrative employees qualifying as civil employees of the United States) receiving compensation from the appropriations in this joint resolution for services rendered as employees of the United States: Provided, That this section shall not apply in any case coming within the purview of the workmen's compensation law of any State, Territory, or possession, or in which the claimant has received or is entitled to receive similar benefits for injury or death.

—Theater
Projects and
Projects Spon-
sored Solely
by Work Proj-
ects Adminis-
tration.

Sec. 25. None of the funds made available by this joint resolution shall be available—

(a) After June 30, 1939, for the operation of any theater project, except that any person employed on any such project on June 30, 1939, may continue to be carried on the pay roll, with or without assignment of duty incidental to the closing down of such project, and paid his salary or wage (1) for the month of July 1939, if such person is an administrative, supervisory, or other noncertified worker, or (2) for a period ending not later than September 30, 1939, if such person is a certified relief worker; or

(b) After August 31, 1939, for the operation of any project sponsored solely by the Work Projects Administration.

This section shall not prohibit the payment of wages or salaries accrued, or of nonlabor obligations incurred, in connection with any such project if the wages or salaries accrued or the obligation was incurred prior to August 1, 1939, October 1, 1939, or September 1, 1939, as the case may be.

—Property
Damage Claims.

Sec. 26. The Commissioner and the National Youth Administrator are authorized to consider, ascertain, adjust, determine, and pay from the appropriation in section 1 or section 2 hereof any claim arising out of operations thereunder accruing after the effective date of this joint resolution on account of damage to or loss of privately owned property caused by the negligence of any employee of the Work Projects Administration or the National Youth Administration, as the case may be, while acting within the scope of his employment. No claim shall be considered hereunder which is in excess of \$500, or which is not presented in writing within one year from the date of accrual thereof. Acceptance by a claimant of the amount allowed on account of his claim shall be deemed to be in full settlement thereof, and the action upon such claim so accepted by the claimant shall be conclusive.

—Cooperation
With States on
Unemployment.
Problem.

Sec. 27. The Commissioner is authorized to call to the attention of the city, county, and State governments the unemployment situation of that city, county, or State, and to seek the cooperation of the State or any subdivision thereof in meeting the unemployment problem.

Sec. 28. Any person who knowingly and with intent to defraud the United States makes any false statement in connection with any application for any work project, employment, or relief aid under the appropriations in this joint resolution, or diverts, or attempts to divert or assists in diverting, for the benefit of any person or persons not entitled thereto, any portion of such appropriations, or any services or real or personal property acquired thereunder, or who knowingly, by means of any fraud, force, threat, intimidation, or boycott, or discrimination on account of race, religion, political affiliations, or membership in a labor organization, deprives any person of any of the benefits to which he may be entitled under any such appropriations, or attempts so to do, or assists in so doing, or who disposes of, or assists in disposing of, except for the account of the United States, any property upon which there exists a lien securing a loan made under the provisions of this joint resolution or the Emergency Relief Appropriation Acts of 1935, 1936, 1937, and 1938, shall be deemed guilty of a felony and fined not more than \$2,000 or imprisoned not more than two years, or both. The provisions of this section shall be in addition to and not in substitution for any other provisions of existing law, or of this joint resolution.

--Penalty for False Statements, Fraud, etc.

Sec. 29. (a) It shall be unlawful for any person knowingly to solicit, or knowingly be in any manner concerned in soliciting, any assessment, subscription, or contribution for the campaign expenses of any individual or political party from any person receiving compensation or employment provided for by this joint resolution.

--Political Solicitation Prohibited.

(b) Any person who knowingly violates any provision of this section shall be guilty of a felony and, upon conviction, shall be fined not more than \$1,000 or imprisoned for not more than one year, or both. The provisions of this section shall be in addition to, and not in substitution for, any other provisions of existing law, or of this joint resolution.

Sec. 30. (a) It shall be unlawful for any person directly or indirectly, to promise any employment, position, work, compensation, or other benefit, provided for or made possible by this joint resolution, or any other Act of the Congress, to any person as consideration, favor, or reward for any political activity or for the support of or opposition to any candidate in any election or any political party.

--Promising Employment for Political Activity Prohibited.

(b) Except as may be required by the provisions of subsection (b) of section 31 hereof, it shall be unlawful for any person to deprive, attempt to deprive, or threaten to deprive, by any means any person of any employment, position, work, compensation, or other benefit, provided for or made possible by this joint resolution, on account of race, creed, color or any political party in any election.

--Racial, Religious, or Political Discrimination Prohibited.

(c) Any person who knowingly violates any provision of this section shall be guilty of a felony and, upon conviction, shall be fined not more than \$1,000 or imprisoned for not more than one year, or both. The provisions of this section shall be in addition to, and not in substitution for, any other provisions of existing law, or of this joint resolution.

Sec. 31. (a) It shall be unlawful for any person employed in any administrative or supervisory capacity by any agency of the Federal Government, whose compensation or any part thereof is paid from funds authorized or appropriated by this joint resolution to use his official authority or influence for the purpose of interfering with an election or affecting the results thereof. While such persons shall retain the right to vote as they please and to express

--Political Activity of Persons in Administrative or Supervisory Capacity Prohibited.

privately their opinions on all political subjects, they shall take no active part, directly or indirectly, in political management or in political campaigns or in political conventions.

(b) Any person violating the provisions of this section shall be immediately removed from the position or office held by him, and thereafter no part of the funds appropriated by this joint resolution shall be used to pay the compensation of such person. The provisions of this section shall be in addition to, and not in substitution for, any other provisions of existing law, or of this joint resolution.

— Compensation to Candidates for Office Prohibited.

Sec. 32. No part of any appropriation in this joint resolution shall be used to pay the salary or expenses of any person in a supervisory or administrative position who is a candidate for any State, district, county, or municipal office (such office requiring full time of such person and to which office a salary or per diem attaches), in any primary, general or special election, or who is serving as a campaign manager or assistant thereto for any such candidate.

— Report to Congress.

Sec. 33. Reports of the operations under the appropriations in this joint resolution and the appropriations contained in the Emergency Relief Appropriation Act of 1938, as supplemented by Public Resolution Numbered 1 and Public Resolution Numbered 10 of the Seventy-sixth Congress, including the statement of the expenditures made and obligations incurred by classes of projects and amounts, shall be submitted to Congress by the President on or before the 15th of January in each of the next two regular sessions of Congress: Provided, That such reports shall be in lieu of the report required by section 21 of said Act of 1938 as amended by said Public Resolution Numbered 1.

— Projects for Mills, etc., in Competition With Existing Industries.

Sec. 34. No funds appropriated in this joint resolution, whether administered by the Federal Government or by the States or local governmental agencies from funds contributed in whole or in part by the Federal Government, shall be used by any Federal, State, or other agency to purchase, establish, relocate, or expand mills, factories, or plants which would manufacture or produce for sale articles, commodities, or products (other than those derived from the first processing of sweet potatoes) in competition with existing industries. This section shall not apply to municipal electric plants in communities not now adequately served at reasonable rates.

— Funds Not Available for Certain Military or Naval Purposes.

Sec. 35. None of the funds appropriated by this joint resolution shall be used for the manufacture, purchase, or construction of any naval vessel, any armament, munitions, or implement of war, for military or naval forces, and no funds herein appropriated or authorized shall be diverted or allocated to any other department or bureau for such purposes.

— Projects for Penal or Reformatory Institutions.

Sec. 36. No part of the funds made available in this joint resolution shall be loaned or granted, except pursuant to an obligation incurred prior to the date of the enactment of this joint resolution, to any State, or any of its political subdivisions or agencies, for the purpose of carrying out or assisting in carrying out any program or project of constructing, rebuilding, repairing, or replanning its penal or reformatory institutions, unless the President shall find that the projects to be financed with such loan or grant will not cause or promote competition of the products of convict labor with the products of free labor.

— Average of Salaries for Persons Employed in District of Columbia.

Sec. 37. In expending appropriations or portions of appropriations, contained in this joint resolution, for the payment for personal services in the District of Columbia in accordance with the Classification Act of 1923, as amended, the average of the salaries of the total number of persons under any grade in

any appropriation unit herein shall not at any time exceed the average of the compensation rates specified for the grade by such Act, as amended, and in grades in which only one position is allocated the salary of such position shall not exceed the average of the compensation rates for the grade: Provided, That this restriction shall not apply (1) to grades 1, 2, 3, and 4 of the clerical—mechanical service, or (2) to require the reduction in salary of any person whose compensation was fixed as of July 1, 1924, in accordance with the rules of section 6 of such Act, or (3) to require the reduction in salary of any person who is transferred from one position to another position in the same or different grade in the same or a different bureau, office, or other appropriation unit, or (4) to prevent the payment of a salary under any grade at a rate higher than the maximum rate of the grade when such higher rate is permitted by the Classification Act of 1923, as amended, and is specifically authorized by other law, or (5) to reduce the compensation of any person in a grade in which only one position is allocated.

Sec. 38. Any Administrator or other officer named to have general supervision at the seat of government over the program and work contemplated under the appropriations contained in this joint resolution and receiving a salary of \$5,000 or more per annum from such appropriations, and any State or regional administrator receiving a salary of \$5,000 or more per annum from such appropriations (except persons now serving as such under other law) shall be appointed by the President, by and with the advice and consent of the Senate: Provided, That the provisions of section 1761 of the Revised Statutes shall not apply to any such appointee and the salary of any person so appointed shall not be increased for a period of six months after confirmation.

—Senate Confirmation of Certain Appointments.

Approved, June 30, 1939.

any appropriation unit herein shall not at any time exceed the average of the compensation rates specified for the grade by such Act, as amended, and in grades in which only one position is allocated the salary of such position shall not exceed the average of the compensation rates for the grade: Provided, That this restriction shall not apply (1) to grades 1, 2, 3, and 4 of the clerical—mechanical service, or (2) to require the reduction in salary of any person whose compensation was fixed as of July 1, 1924, in accordance with the rules of section 6 of such Act, or (3) to require the reduction in salary of any person who is transferred from one position to another position in the same or different grade in the same or a different bureau, office, or other appropriation unit, or (4) to prevent the payment of a salary under any grade at a rate higher than the maximum rate of the grade when such higher rate is permitted by the Classification Act of 1923, as amended, and is specifically authorized by other law, or (5) to reduce the compensation of any person in a grade in which only one position is allocated.

Sec. 38. Any Administrator or other officer named to have general supervision at the seat of government over the program and work contemplated under the appropriations contained in this joint resolution and receiving a salary of \$5,000 or more per annum from such appropriations, and any State or regional administrator receiving a salary of \$5,000 or more per annum from such appropriations (except persons now serving as such under other law) shall be appointed by the President, by and with the advice and consent of the Senate: Provided, That the provisions of section 1761 of the Revised Statutes shall not apply to any such appointee and the salary of any person so appointed shall not be increased for a period of six months after confirmation.

—Senate Confirmation of Certain Appointments.

Approved, June 30, 1939.

[Public Resolution—No. 88—76th Congress, 3d Session]

(H. J. Res. 544)

JOINT RESOLUTION

Making appropriations for work relief and relief, for the fiscal year ending June 30, 1941.

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That this joint resolution may be cited as the "Emergency Relief Appropriation Act, fiscal year 1941".

WORK PROJECTS ADMINISTRATION

Purpose.

Appropriation of \$975,650,000 to Work Projects Administration.

Funds for Federal Construction Projects Approved Under ERA of 1938 and 1939.

Funds May Be Apportioned for Less Than 12 Months Upon Determination of President.

Types of Projects.

Sec. 1. (a) In order to continue to provide work for needy persons on useful public projects in the United States and its Territories and possessions, there is hereby appropriated to the Work Projects Administration, out of any money in the Treasury not otherwise appropriated, for the fiscal year ending June 30, 1941, \$975,650,000, together with all balances of appropriations under section 1 (a) of the Emergency Relief Appropriation Act of 1939, which remain unobligated on June 30, 1940, including such unobligated balances of funds transferred to other Federal agencies for nonconstruction projects under the provisions of section 11 (a) of such Act of 1939, or set aside for specific purposes in accordance with other law: Provided, That notwithstanding any other provision of law, funds heretofore irrevocably set aside for the completion of Federal construction projects under authority of the Emergency Relief Appropriation Acts of 1938 and 1939 shall remain available until June 30, 1941, for such completion, and any such funds which remain unobligated by reason of the completion or abandonment of any such Federal construction project shall be returned to this appropriation: Provided further, That the funds appropriated by this section may be apportioned for a lesser period than the twelve months of the fiscal year 1941, but not for less than eight months, as determined by the President, if in his judgment such action is required to meet unemployment conditions during such lesser period, but the funds so appropriated shall be so administered during such period as to constitute the total amount that will be furnished to such Administration during such period.

(b) The funds provided in this section shall be available for (1) administration; (2) the prosecution of projects approved by the President under the provisions of the Emergency Relief Appropriation Acts of 1937, 1938, and 1939; and (3) the prosecution of the following types of public projects, Federal and non-Federal, subject to the approval of the President, namely: Highways, roads, and streets; public buildings; parks, and other recreational facilities, including buildings therein; public utilities; electric transmission and distribution lines or systems to serve persons in rural areas, including projects sponsored by and for the benefit of nonprofit and cooperative associations; sewer systems, water supply, and purification systems; airports and other transportation facilities; flood control; drainage; irrigation, including projects sponsored by community ditch organizations; water conservation; soil conservation, including projects sponsored by soil conservation districts and other bodies duly organized under State law for soil erosion control and soil conservation, preference being given to projects which will contribute to the rehabilitation of individuals and an increase in the national income; forestation, reforestation, and other improvements of forest areas, including the establishment of fire lanes; fish, game, and other wildlife conservation; eradication of insect, plant, and fungus pests; the production of lime and

marl for fertilizing soil for distribution to farmers under such conditions as may be determined by the sponsors of such projects under the provisions of State law; educational, professional, clerical, cultural, recreational, production, and service projects, including training *for manual occupations in industries engaged in production for national defense purposes,* for nursing and for domestic service; aid to self-help and cooperative associations for the benefit of needy persons; and miscellaneous projects: Provided, That all persons employed on work projects shall, so far as practicable, be employed on projects nearest their respective homes.

Persons To Be Employed Near Residence.

(c) The funds appropriated in this section, exclusive of those used for administrative expenses, shall be so administered that expenditure authorizations for other than labor costs for all the work projects financed from such funds in any State, Territory, possession, or the District of Columbia shall not exceed an average for the fiscal year ending June 30, 1941, of \$6 per month per worker, except that the Commissioner of Work Projects (hereinafter referred to as the "Commissioner") may authorize an increase in the average in cases where the increased cost of materials would have the effect of raising such average above \$6 but in no event shall the increase in such average exceed the amount necessary to meet such increase in material costs and in no event shall such average exceed \$7: Provided, That the funds appropriated in this section shall not be used for the purchase of any construction equipment or machinery in any case in which such equipment or machinery can be rented at prices determined by the Commissioner to be reasonable, and his determinations, made in conformity with rules and regulations prescribed by him, shall be final and conclusive: Provided further, That not to exceed \$25,000,000 of funds herein appropriated to the Work Projects Administration may be used by the Commissioner to supplement the amounts so authorized for other than labor costs in any State, Territory, possession, or the District of Columbia in connection with the prosecution of projects which have been certified by the Secretary of War and the Secretary of the Navy, respectively, as being important for military or naval purposes.

Expenditures For Nonlabor Costs.

Purchase and Rental of Construction Equipment.

National Defense Projects Partially Exempted From Nonlabor Cost Requirement.

(d) In administering the funds appropriated in this section, not to exceed three-fourths of the total cost of all non-Federal projects approved after January 1, 1940, to be undertaken within any State, Territory, possession, or the District of Columbia, with respect to which any such funds are used, shall be borne by the United States, and not less than one-fourth of such total cost shall be borne by the State and its political subdivisions, or by the Territory, possession, or the District of Columbia, as the case may be: Provided, That the provisions of this subsection shall not apply to projects (1) which have been certified by the Secretary of War and the Secretary of the Navy, respectively, as being important for military or naval purposes, or (2) which authorize necessary temporary measures to avert danger to life, property, or health in the event of disaster or grave emergency caused by flood, storm, fire, earthquake, drought, or similar cause. The facts constituting compliance with the requirements of this subsection shall be determined by the Commissioner, and his determinations, made in conformity with rules and regulations prescribed by him, shall be final and conclusive.

Percent of Sponsor's Contribution.

Certain Projects Exempted From Contribution Requirement.

(e) The funds appropriated in section 1 (a) hereof shall be available to provide, under regulations to be prescribed by the Commissioner, for medical and hospital facilities for work camp project employees and burial expenses of deceased work camp project employees, including the transportation of

Medical and Hospital Facilities and Burial Expenses for Work Camp Employees.

*The matter inserted between the above asterisks is contained in Public No. 668, 76th Congress, 3d Session, approved June 27, 1940.

remains to place of burial: Provided, That deductions shall be made from the earnings of all project employees quartered in such camps in an amount sufficient to offset the estimated cost to the United States for furnishing the foregoing.

Reimbursement
to United
States Where
Project Is
Diverted.

(f) When it is found that as a result of bad faith, fraud, or misrepresentation on the part of the sponsor, any land, building, structure, facility, or other project, or any part thereof, upon which funds appropriated in this joint resolution have been expended, is used, transferred, or disposed of without retention and control for public use, the sponsor of the project and the person or organization to which the land, building, structure, facility, or project has been sold, leased, or given, shall be liable, jointly and severally, upon demand of the Commissioner or his duly authorized representative, to pay over to the United States an amount equal to the amount of Federal funds expended on such land, building, structure, facility, or project.

Administrative
Expenses of
Work Projects
Administration.

(g) The amount which may be obligated for administrative expenses of the Work Projects Administration in the District of Columbia and in the field shall not exceed in the aggregate the sum of \$41,534,000 during the fiscal year 1941, of which sum the amounts so to be obligated for the following respective purposes shall not exceed these sums: Salaries, \$34,105,000; communication service, \$612,750; travel, \$3,610,000; and printing and binding, \$437,000: Provided, That if the President shall determine under section 1 (a) that the appropriation made by such section shall be apportioned for a period less than the entire fiscal year, the Director of the Bureau of the Budget shall apportion the amounts which may be obligated for administrative expenses for such period, but if the period determined is an eight months' period there may be obligated for administrative expenses not to exceed \$30,875,000, of which sum not to exceed \$25,626,250 shall be available for salaries; \$418,000 for communication service; \$2,536,500 for travel; and \$323,000 for printing and binding.

(h) The Commissioner shall transmit to Congress, on the first day of each regular session thereof, a statement showing for each State the names, addresses, positions, and compensation of all employees of the Work Projects Administration whose compensation is at the rate of \$1,200 per annum or more. For the purposes of this subsection, the term "State" shall include the Territories, possessions, and the District of Columbia.

(i) The functions heretofore vested in the Works Progress Administration and the Work Projects Administration are authorized to be carried out until June 30, 1941, by the Work Projects Administration subject to the provisions of this joint resolution and such latter Administration is hereby extended until such date to carry out the purposes of this section.

(j) The President may detail a commissioned officer on the active list of the United States Army to perform the functions of the office of Commissioner of Work Projects, without loss of or prejudice to his status as such officer. Any commissioned officer so detailed shall receive, in addition to his pay and allowances as such officer, an amount sufficient to make his total compensation \$10,000 per annum while he is so detailed.

Sec. 2. (Appropriation to Department of Agriculture.)

Sec. 3. (Appropriation to Puerto Rico Reconstruction Administration, Department of the Interior and amendment to section 5 of the Fair Labor Standards Act of 1938.)

Sec. 4. (Appropriation to the Bureau of Indian Affairs, Department of the Interior.)

ADMINISTRATIVE AGENCIES

Sec. 5. (a) In order to provide for administrative expenses incidental to carrying out the purposes of this joint resolution, there is hereby appropriated to the following agencies, out of any money in the Treasury not otherwise appropriated, for the fiscal year ending June 30, 1941: (1) General Accounting Office, \$5,600,000; (2) Treasury Department: (a) Procurement Division, \$3,400,000; (b) Division of Disbursement, \$1,954,516; (c) Office of the Treasurer, \$490,000; (d) Secret Service Division, \$163,000; (e) Office of Commissioner of Accounts and Deposits and Division of Bookkeeping and Warrants, \$4,628,841, for administrative accounting; total, Treasury Department, \$10,636,357: Provided, That no part of the sum herein appropriated shall be used to defray the expenses of transferring or maintaining the performance of any of the functions appropriated for in (a), (b), and (e) of subdivision (2) of this subsection at points other than in the States where any of such functions are now performed; (3) Public Health Service of the Federal Security Agency, \$200,000; and (4) Civil Aeronautics Authority, \$175,000: Provided, That if the President shall determine under section 1 (a) that the appropriation made by such section shall be apportioned for a period less than the entire fiscal year, the appropriations made by this section shall be apportioned by the Director of the Bureau of the Budget for a lesser period than the fiscal year but not for less than eight months.

Appropriation
for Adminis-
trative Ex-
penses for
Certain Fed-
eral Agencies.

(b) The appropriations in subdivisions (2), (3), and (4) of subsection (a) of this section shall not be used to pay the compensation of persons employed entirely upon the regular work (as distinguished from emergency work under appropriations in this section) of any department or agency, nor to pay the compensation of employees engaged partially upon such regular work unless, in the determination of the head of such department or agency (which determination shall be conclusive), offsetting employment upon such emergency work of such department or agency is performed by employees paid from the regular funds thereof.

Sec. 6. (Appropriation made available to the United States Employees' Compensation Commission.)

Sec. 7. (Appropriation to the Office of Government Reports, Executive Office of the President.)

GENERAL AND SPECIAL PROVISIONS

Sec. 8. Funds appropriated in this joint resolution to the various Federal agencies shall be so apportioned and distributed over the period ending June 30, 1941, except where a different apportionment is specifically permitted by this joint resolution, and shall be so administered during such period as to constitute the total amount that will be furnished to such agencies during such period for the purposes herein set forth.

Apportionment
of Funds.

Sec. 9. The funds made available by this joint resolution shall be used only for work relief or relief for persons in need except as otherwise specifically provided herein.

Use of Funds
for Work Re-
lief or Relief.

Sec. 10. (a) The Commissioner is authorized to allocate not to exceed \$40,000,000 to other Federal agencies for the operation, under such rules and regulations as the Commissioner may prescribe, of projects of the type specified in subsection (b) of section 1 which are within the scope of the functions usually carried out by such agencies, including administrative expenses of such agencies incident to such operation: Provided, That not to exceed 4 per centum of the total amount so allocated to any such agency shall

Allocations by
Commissioner
to Other Fed-
eral Agencies.

Nonrelief Employment Under Federal Agency Allocations.

be used for such administrative expenses: Provided further, That no project shall be prosecuted under any allocation under this subsection upon which the percentage of nonrelief persons employed exceeds 10 per centum of the total number of persons employed.

Federal Construction Project Funds Irrevocably Allocated.

(b) No Federal construction project, except flood control and water conservation projects authorized under other law, shall be undertaken or prosecuted under the appropriations in this joint resolution unless and until there shall have been allocated and irrevocably set aside Federal funds sufficient for its completion.

Sponsor's Contributions for Non-Federal Projects.

(c) No non-Federal project shall be undertaken or prosecuted under appropriations under this joint resolution (except under section 3) unless and until the sponsor has made a written agreement to finance such part of the entire cost thereof as the head of the agency, if the agency administers sponsored projects, determines under the circumstances is an adequate contribution taking into consideration the financial ability of the sponsor. The head of the agency shall prescribe rules and regulations relating to the valuation of contributions in kind by sponsors of projects through furnishing the use of their own facilities and equipment and the services of their own employees, which shall represent an actual cash value, and such rules and regulations shall also allow credit only to the extent that the furnishing of such contributions represents a financial burden which is undertaken by the sponsors on account of Work Projects Administration projects, or other sponsored projects.

Limitation of Federal Funds for Construction of Buildings.

Sec. 11. None of the funds made available by this joint resolution shall be expended on the construction of any building (1) the total estimated cost of which, in the case of a Federal building, exceeds \$100,000, or (2) the portion of the total estimated cost of which payable from Federal funds, in the case of a non-Federal building, exceeds \$100,000, unless the building is one (a) for which the project has been approved by the President on or prior to May 15, 1940, or for which an issue of bonds has been approved at an election held on or prior to such date, or for which a State legislature has made an appropriation on or prior to such date, or (b) for the completion of which funds have been allocated and irrevocably set aside under prior relief appropriation Acts: Provided, That the provisions of this section shall not apply to any projects which have been certified by the Secretary of War and the Secretary of the Navy, respectively, as being important for military or naval purposes.

National Defense Projects Exempted From Building Cost Restriction.

Authority To Receive Sponsors' Contributions.

Sec. 12. (a) The various agencies for which appropriations are made in this joint resolution are authorized to receive from sponsors of non-Federal projects contributions in services, materials, or money, such money to be deposited with the Treasurer of the United States. Such contributions shall be expended or utilized as agreed upon between the sponsor and such agencies.

Disposition of Receipts and Collections.

(b) All receipts and collections of Federal agencies by reason of operations in consequence of appropriations made in this joint resolution, except cash contributions of sponsors of projects and amounts credited to revolving funds authorized by this joint resolution, shall be covered into the Treasury as miscellaneous receipts.

Limitation on Federal Agency Allocations.

(c) Except as authorized in this joint resolution, no allocation of funds shall be made to any other Federal agency from the appropriation in this joint resolution for any Federal agency. No such allocation shall be made for the exercise of the functions of the Radio Division or the United States Film Service transferred to the Office of Education of the Federal Security Agency.

Sec. 13. Agencies receiving appropriations under this joint resolution are authorized to prescribe such rules and regulations as may be necessary to carry out the purposes for which such appropriations are made.

Rules and
Regulations.

Sec. 14. (a) The Commissioner shall fix a monthly earning schedule for persons engaged upon work projects financed in whole or in part from funds appropriated by section 1 which shall not substantially affect the current national average labor cost per person of the Work Projects Administration. Such monthly earning schedule shall not be varied for workers of the same type in different geographical areas to any greater extent than may be justified by differences in the cost of living. The Commissioner shall require that the hours of work for all persons engaged upon work projects financed in whole or in part by funds appropriated by section 1 shall (1) be one hundred and thirty hours per month except that the Commissioner, in his discretion, may require a lesser number of hours of work per month in the case of relief workers with no dependents and the earnings of such workers shall be correspondingly reduced, and (2) not exceed eight hours in any day and (3) not exceed forty hours in any week.

Monthly Earn-
ing Schedule.

Hours of Work.

(b) The Commissioner may authorize exemptions from the above limitations of monthly earnings and hours of work on projects certified as hereinbefore provided as being important for military or naval purposes; to protect work already done on a project; to permit making up lost time; in the case of an emergency involving the public welfare; and in the case of supervisory personnel employed on work projects.

Exemptions
From Limita-
tions on Earn-
ings and Hours
of Work.

Sec. 15. (a) In employing or retaining in employment on Work projects Administration work projects, preference shall be determined, as far as practicable, on the basis of relative needs and shall, where the relative needs are found to be the same, be given in the following order: (1) Veterans of the World War and the Spanish-American War and veterans of any campaign or expedition in which the United States has been engaged (as determined on the basis of the laws administered by the Veterans' Administration except that discharged draft enrollees other than those with service-connected disability shall not be considered as veterans for the purposes of this subsection) and unmarried widows of such veterans and the wives of such veterans as are unemployable who are in need and are American citizens; and (2) other American citizens, Indians, and other persons owing allegiance to the United States who are in need.

Preference in
Employment.

(b) There shall be removed from employment on Work Projects Administration projects all relief workers, excepting veterans, unmarried widows of such veterans and wives of such veterans as are unemployable, who have been continuously employed on such projects for more than eighteen months, and any relief worker so removed shall be ineligible to be restored to employment on such projects until after (a) the expiration of thirty days after the date of his removal, and (b) recertification of his eligibility for restoration to employment on such projects.

Removal of
Workers Em-
ployed More
Than 18 Months.

(c) In considering employment of persons upon work projects prosecuted under the appropriations contained in this joint resolution, the agency providing the employment shall determine whether such persons are able to perform the work on work projects to which they can be assigned and no person shall be employed or retained for employment on any such project whose work habits are such or work record shows that he is incapable of performing satisfactorily the work to which he may be assigned on the project.

Qualifications
of Workers.

**Certification
of Need for
Employment.**

(d) There shall be removed from employment on Work Projects Administration projects all relief workers whose needs for employment have not been certified by, and, except as provided in section 16 (b), no relief worker shall be employed on such projects until after his need for employment has been certified by (a) a local public certifying agency or (b) the Work Projects Administration where no such agency exists or where the Work Projects Administration certifies by reason of its refusal to accept certification by local public agencies.

**Employment of
Blind Persons.**

(e) No blind person receiving aid under the Social Security Act, as amended, shall be prohibited from temporarily relinquishing such aid to accept employment on a Work Projects Administration project.

**No Employment
for Aliens,
Communists,
or Nazi Bund
Organization
Members.**

(f) No alien, no Communist, and no member of any Nazi Bund Organization shall be given employment or continued in employment on any work project prosecuted under the appropriations contained in this joint resolution and no part of the money appropriated in this joint resolution shall be available to pay any person who has not made or who does not make affidavit as to United States citizenship and to the effect that he is not a Communist and not a member of any Nazi Bund Organization, such affidavit to be considered prima facie evidence of such citizenship, and that he is not a Communist, and not a member of any Nazi Bund Organization.

**Periodic
Investigation
of Need
Required.**

(g) The Commissioner shall cause a periodic investigation to be made of the rolls of relief employees on work projects, and shall eliminate from the rolls those not in actual need, such investigation to be made so that each case is investigated at least once in every twelve months.

**No Employment
for Persons in
Need Refusing
Offer of Em-
ployment.**

Sec. 16. (a) No person in need who refuses a bona fide offer of private or other public employment under reasonable working conditions which pays the prevailing wage for such work in the community where he resides and who is capable of performing such work shall be employed or retained in employment on work projects under the funds appropriated in this joint resolution for the period such private or other public employment would be available.

**WPA Employment
After Private
Employment
Expires.**

(b) Any person who takes such employment shall at the expiration thereof be entitled to immediate resumption of his previous employment status with the Work Projects Administration if he is still in need and if he has lost such employment through no fault of his own, and if he has first drawn all the benefits of unemployment compensation that shall have accrued to him during his term in private employment and which are available to him.

**Oath Required
of Persons
Employed in
Administrative
and Project
Supervisory
Positions.**

Sec. 17. (a) No person shall be employed or retained in employment in any administrative position, or in any supervisory position on any project, under the appropriations in this joint resolution unless such person has previously subscribed or before engaging in such employment subscribes to the following oath:

"I, A B, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office (or employment) on which I am about to enter (or which I now occupy). So help me God."

**No Compensation to Per-
sons Advocating
Overthrow
of Government.**

(b) No portion of the appropriation made under this joint resolution shall be used to pay any compensation to any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States.

(c) The Commissioner and the head of any other agency receiving an appropriation hereunder is authorized to designate employees, administrative and supervisory, as he may deem necessary to administer such oaths as are required by this joint resolution and such other oaths as may be required or necessary in the operation of the Work Projects Administration or other agency, which oaths shall be administered without charge or fee; such oaths shall have the same force and effect as oaths administered by notaries, justices of the peace, and other Federal and non-Federal officers qualified to administer oaths.

Designation of
Employees
Authorized to
Administer
Oaths.

Sec. 18. In carrying out the purpose of the appropriations in this joint resolution, the Secretary of the Treasury with the approval of the Director of the Bureau of the Budget, is authorized to prescribe rules and regulations for the establishment of special funds for any agency receiving an appropriation under this joint resolution, in the nature of revolving funds for use, until June 30, 1941, in the purchase, repair, distribution, or rental of materials, supplies, equipment, and tools.

Revolving Fund
for Materials,
Supplies,
Equipment,
and Tools.

Sec. 19. The provision of section 3709 of the Revised Statutes (41 U. S. C. 5) shall not apply to any purchase made or service procured in connection with the appropriations in this joint resolution when the aggregate amount involved is less than \$300.

Purchases Less
Than \$300.

Sec. 20. The appropriations in this joint resolution for administrative expenses and such portions of other appropriations in this joint resolution as are available for administrative expenses may be obligated in the amounts which the agency, with the approval of the Director of the Bureau of the Budget, shall have certified to the Secretary of the Treasury as necessary for personal services, in the District of Columbia and elsewhere, and for contract stenographic reporting services, supplies and equipment; purchase and exchange of lawbooks, books of reference, directories, and periodicals, newspapers and press clippings; travel expenses, including expenses of attendance at meetings of officials and employees of the agency on official business; rental at the seat of government and elsewhere; purchase, operation, and maintenance of motor-propelled passenger-carrying vehicles; printing and binding and such other expenses as may be necessary for the accomplishment of the objectives of this joint resolution.

Types of
Administrative
Expenses
Authorized.

Sec. 21. (a) The provisions of Executive Order Numbered 7916, dated June 24, 1938, shall not apply to positions the compensation of which is payable from appropriations contained in this joint resolution, and such appropriations shall not be available for the compensation of the incumbent of any position placed in the competitive classified civil service of the United States after January 10, 1939.

Executive
Order No. 7916
on Civil Service
Not Applicable.

(b) In carrying out the purposes of this joint resolution the agencies receiving appropriations herein or allocations under such appropriations are authorized to accept and utilize such voluntary and uncompensated services, appoint, without regard to civil-service laws, such officers and employees, and utilize, with the consent of the head of the Federal agency by which they are employed, such Federal officers and employees, and with the consent of the State such State and local officers and employees at such compensation as shall be determined by the head of the agency involved, as may be necessary, and prescribe their authorities, duties, responsibilities, and tenure, and, without regard to the Classification Act of 1923, as amended, to fix the compensation of any officers and employees so appointed.

Authority for
Appointment of
Officers and
Employees.

Appointments
to State Admin-
istrations of
State Citizens.

(c) Appointments to Federal positions of an administrative or advisory capacity under the appropriations in this joint resolution in any State shall be made from among the bona fide citizens of that State so far as not inconsistent with efficient administration.

Preference in
Retention of
Certain Per-
sons Employed
in District of
Columbia.

Sec. 22. In making separations from the Federal service, or furloughs without pay to last as long as three months, of persons employed within the District of Columbia, under the provisions of this joint resolution, the appointing power shall give preference, as nearly as good administration will warrant, in retention to appointees from States that have not received their share of appointments according to population: Provided, however, That soldiers, sailors, and marines, the widows of such, or the wives of injured soldiers, sailors, and marines, who themselves are not qualified, but whose wives are qualified to hold a position in the Government service, shall be given preference in retention, in their several grades and classes, where their ratings are good or better.

Disability or
Death Compens-
ation.

Sec. 23. The provisions of the Act of February 15, 1934 (48 Stat. 351), as amended, relating to disability or death compensation and benefits shall apply to persons (except administrative employees qualifying as civil employees of the United States) receiving compensation from the appropriations in this joint resolution for services rendered as employees of the United States: Provided, That this section shall not apply in any case coming within the purview of the workmen's compensation law of any State, Territory, or possession, or in which the claimant has received or is entitled to receive similar benefits for injury or death.

Prohibition
Against WPA-
Sponsored
Projects and
Other Restric-
tions.

Sec. 24. None of the funds made available by this joint resolution shall be used (a) for the operation of any theater project, (b) for the operation of any project sponsored solely by the Work Projects Administration, or (c) for radio broadcasting in an amount exceeding \$100,000 or for the acquisition, rental, or distribution of motion-picture films.

Property
Damage
Claims.

Sec. 25. The Commissioner is authorized to consider, ascertain, adjust, determine, and pay from the appropriation in section 1 hereof any claim on account of damage to or loss of privately owned property caused by the negligence of any employee of the Works Progress Administration or the Work Projects Administration while acting within the scope of his employment. No claim shall be considered hereunder which is in excess of \$500, or which is not presented in writing within one year from the date of accrual thereof. Acceptance by a claimant of the amount allowed on account of his claim shall be deemed to be in full settlement thereof, and the action upon such claim so accepted by the claimant shall be conclusive.

Cooperation
With States on
Unemployment
Problem.

Sec. 26. The Commissioner is authorized to call to the attention of the city, county, and State governments the unemployment situation of that city, county, or State, and to seek the cooperation of the State or any subdivision thereof in meeting the unemployment problem.

Penalty for
False State-
ments, Fraud,
etc.

Sec. 27. Any person who knowingly and with intent to defraud the United States makes any false statement in connection with any application for any work project, employment, or relief aid under the appropriations in this joint resolution, or diverts, or attempts to divert or assists in diverting, for the benefit of any person or persons not entitled thereto, any portion of such appropriations, or any services or real or personal property acquired thereunder, or who knowingly, by means of any fraud, force, threat, intimidation,

or boycott, or discrimination on account of race, religion, political affiliations (except as provided in section 15 [f]), or membership in a labor organization, deprives any person of any of the benefits to which he may be entitled under any such appropriations, or attempts so to do, or assists in so doing, or who disposes of, or assists in disposing of, except for the account of the United States, any property upon which there exists a lien securing a loan made under the provisions of this joint resolution or the Emergency Relief Appropriation Acts of 1935, 1936, 1937, 1938, and 1939, shall be deemed guilty of a felony and fined not more than \$2,000 or imprisoned not more than two years, or both. The provisions of this section shall be in addition to, and not in substitution for, any other provisions of existing law, or of this joint resolution.

Sec. 28. (a) It shall be unlawful for any person knowingly to solicit, or knowingly be in any manner concerned in soliciting, any assessment, subscription, or contribution for the campaign expenses of any individual or political party from any person receiving compensation or employment provided for by this joint resolution.

Political
Solicitation
Prohibited.

(b) Any person who knowingly violates any provision of this section shall be guilty of a felony and, upon conviction, shall be fined not more than \$1,000 or imprisoned for not more than one year, or both. The provisions of this section shall be in addition to, and not in substitution for, any other provisions of existing law, or of this joint resolution.

Sec. 29. (a) It shall be unlawful for any person, directly or indirectly, to promise any employment, position, work, compensation, or other benefit, provided for or made possible by this joint resolution, or any other Act of the Congress, to any person as consideration, favor, or reward for any political activity or for the support of or opposition to any candidate in any election or any political party.

Promising Em-
ployment for
Political
Activity
Prohibited.

(b) Except as may be required by the provisions of section 15 (f) and section 30 hereof, it shall be unlawful for any person to deprive, attempt to deprive, or threaten to deprive, by any means, any person of any employment, position, work, compensation, or other benefit, provided for or made possible by this joint resolution, on account of race, creed, color, or any political activity, support of, or opposition to any candidate or any political party in any election.

Racial, Reli-
gious, or Po-
litical Dis-
crimination
Prohibited.

(c) Any person who knowingly violates any provision of this section shall be guilty of a felony and, upon conviction, shall be fined not more than \$1,000 or imprisoned for not more than one year, or both. The provisions of this section shall be in addition to, and not in substitution for, any other provisions of law, or of this joint resolution.

Sec. 30. (a) It shall be unlawful for any person employed in any administrative or supervisory capacity by any agency of the Federal Government, whose compensation or any part thereof is paid from funds authorized or appropriated by this joint resolution, to use his official authority or influence for the purpose of interfering with an election or affecting the results thereof. While such persons shall retain the right to vote as they please and to express privately their opinions on all political subjects, they shall take no active part, directly or indirectly, in political management or in political campaigns or in political conventions.

Political
Activity of
Persons in
Administrative
or Supervisory
Capacity
Prohibited.

(b) Any person violating the provisions of this section shall be immediately removed from the position or office held by him, and thereafter no part of the funds appropriated by this joint resolution shall be used to pay the

Person Vio-
lating This
Section To Be
Removed From
Office.

compensation of such person. The provisions of this section shall be in addition to, and not in substitution for, any other provisions of existing law, or of this joint resolution.

Compensation to Candidates for Office Prohibited.

Sec. 31. No part of any appropriation in this joint resolution shall be used to pay the salary or expenses of any person in a supervisory or administrative position who is a candidate for any State, district, county, or municipal office (such office requiring full time of such person and to which office a salary or per diem attaches), in any primary, general or special election, or who is serving as a campaign manager or assistant thereto for any such candidate.

Report to Congress.

Sec. 32. Reports of the operations under the appropriations in this joint resolution and the appropriations in the Emergency Relief Appropriation Act of 1939, including a statement of the expenditures made and obligations incurred by classes of projects and amounts, shall be submitted to Congress by the President on or before the 31st of January in each of the next two regular sessions of Congress: Provided, That such reports shall be in lieu of the reports required by section 33 of such Act.

Projects for Mills, etc., in Competition With Existing Industries.

Sec. 33. No funds appropriated in this joint resolution, whether administered by the Federal Government or by the States or local governmental agencies from funds contributed in whole or in part by the Federal Government, shall be used by any Federal, State, or other agency to purchase, establish, relocate, or expand mills, factories, stores, or plants which would manufacture, handle, process, or produce for sale articles, commodities, or products (other than those derived from the first processing of sweetpotatoes and naval stores products) in competition with existing industries.

Funds Not Available for Certain Military or Naval Purposes.

Sec. 34. None of the funds appropriated by this joint resolution shall be used for the manufacture, purchase, or construction of any naval vessel, any armament, munitions, or implement of war, for military or naval forces, and no funds herein appropriated or authorized shall be diverted or allocated to any other department or bureau for such purpose.

Projects for Penal or Reformatory Institution.

Sec. 35. No part of the funds made available in this joint resolution shall be loaned or granted, except pursuant to an obligation incurred prior to the date of the enactment of this joint resolution, to any State, or any of its political subdivisions or agencies, for the purpose of carrying out or assisting in carrying out any program or project of constructing, rebuilding, repairing, or replanning its penal or reformatory institutions, unless the President shall find that the projects to be financed with such loan or grant will not cause or promote competition of the products of convict labor with the products of free labor.

Average of Salaries for Persons Employed in District of Columbia.

Sec. 36. In expending appropriations or portions of appropriations, contained in this joint resolution, for the payment for personal services in the District of Columbia in accordance with the Classification Act of 1923, as amended, the average of the salaries of the total number of persons under any grade in any appropriation unit herein shall not at any time exceed the average of the compensation rates specified for the grade by such Act, as amended, and in grades in which only one position is allocated, the salary of such position shall not exceed the average of the compensation rates for the grade: Provided, That this restriction shall not apply (1) to grades 1, 2, 3, and 4 of the clerical-mechanical service, or (2) to require the reduction in salary of any person whose compensation was fixed as of July 1, 1924, in accordance with the rules of section 6 of such Act, or (3) to require the reduction in salary of any person who is transferred from one position to another position

in the same or different grade in the same or a different bureau, office, or other appropriation unit, or (4) to prevent the payment of a salary under any grade at a rate higher than the maximum rate of the grade when such higher rate is permitted by the Classification Act of 1923, as amended, and is specifically authorized by other law, or (5) to reduce the compensation of any person in a grade in which only one position is allocated.

Sec. 37. Any Administrator or other officer named to have general supervision at the seat of government over the program and work contemplated under the appropriations contained in this joint resolution and receiving a salary of \$5,000 or more per annum from such appropriations, and any State or regional administrator receiving a salary of \$5,000 or more per annum from such appropriations (except persons now serving as such under other law) shall be appointed by the President, by and with the advice and consent of the Senate: Provided, That the provisions of section 1761 of the Revised Statutes shall not apply to any such appointee and the salary of any person so appointed shall not be increased for a period of six months after confirmation.

Senate Confirmation of Certain Appointments.

Sec. 38. (Noncombatant training for Civilian Conservation Corps enrollees.)

Sec. 39. (Amendment to Tennessee Valley Authority Act of 1933.)

Sec. 40. (Purchase of supplies for relief of war refugees.)

Sec. 41. (Appropriation to Secretary of Agriculture for purposes of section 32 of Agricultural Adjustment Act.)

Approved, June 26, 1940.

[Public Law—No. 9—77th Congress, 1st Session]

AN ACT

Making additional appropriations for the fiscal year 1941 urgently required for the Work Projects Administration and certain other Federal agencies, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the following sums are appropriated, out of any money in the Treasury not otherwise appropriated, for the fiscal year ending June 30, 1941, for the following respective purposes:

* * * * *

FEDERAL WORKS AGENCY

Additional
Appropriation
of \$375,000,000
to the Work
Projects
Administration
for the Fiscal
Year 1941.

Work Projects Administration, emergency relief, 1941: For an additional amount to enable the Work Projects Administration, during the fiscal year 1941, to continue to provide work for needy persons on useful public projects in the United States and its Territories and possessions, in accordance with the Emergency Relief Appropriation Act, fiscal year 1941, as amended, \$375,000,000: Provided, That except as herein otherwise provided, all the provisions and conditions of the Emergency Relief Appropriation Act, fiscal year 1941, as amended, applicable to the expenditure of the appropriation in such Act to such Administration shall be applicable to the foregoing appropriation: Provided further, That the limitation of \$40,000,000, contained in section 10 (a) of such Act, on the amount that is authorized to be allocated by the Commissioner to other Federal agencies for the operation of projects of the type specified in subsection (b) of section 1 of such Act which are within the scope of the functions usually carried out by such agencies, is hereby increased to \$44,000,000: Provided further, That the limitation of \$25,000,000 on the amount that may be used by the Commissioner to supplement the amounts authorized for other than labor costs in connection with the prosecution of projects which have been certified by the Secretary of War and the Secretary of the Navy, respectively, as being important for military or naval purposes, contained in section 1 (c) of such Act, is hereby increased to \$50,000,000: Provided further, That the limitation of \$41,534,000 on the aggregate amount which may be obligated during the fiscal year 1941 for administrative expenses of the Work Projects Administration and the limitations on the amounts which may be obligated for the following respective purposes: Salaries, \$34,105,000; communication service, \$612,750; travel, \$3,610,000; and printing and binding, \$437,000; contained in section 1 (g) of the Emergency Relief Appropriation Act, fiscal year 1941, are hereby changed to \$44,500,000, \$37,100,000, \$600,000, \$3,600,000 and \$320,000, respectively: Provided further, That the limitation of \$30,875,000 on the aggregate amount which may be obligated for administrative expenses of the Work Projects Administration under section 1 (g) of the Emergency Relief Appropriation Act, fiscal year 1941, if the President shall determine under section 1 (a) of such Act that the appropriation made by such section shall be apportioned for an eight-months' period, and the limitation of \$25,626,250 on the amount that shall be available for salaries within such aggregate amount are hereby increased to \$31,100,000 and \$25,851,250, respectively.

* * * * *

Sec. 2. This Act may be cited as the "Urgent Deficiency Appropriation Act, 1941."

Approved, March 1, 1941.

[Public Law 143—77th Congress, 1st Session]

(H. J. Res. 193)

JOINT RESOLUTION

Making Appropriations for Work Relief and Relief for the Fiscal Year Ending June 30, 1942.

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That this joint resolution may be cited as the "Emergency Relief Appropriation Act, fiscal year 1942".

FEDERAL WORKS AGENCY

WORK PROJECTS ADMINISTRATION

Sec. 1. (a) In order to continue to provide work for employable needy persons on useful public projects in the United States and its Territories and possessions, there is hereby appropriated to the Work Projects Administration, of the Federal Works Agency, out of any money in the Treasury not otherwise appropriated, for the fiscal year ending June 30, 1942, \$275,000,000, together with all balances of appropriations under section 1 (a) of the Emergency Relief Appropriation Act, fiscal year 1941, and under Public Law 9, Seventy-seventh Congress, which remain unobligated on June 30, 1941, including such unobligated balances of funds transferred to other Federal agencies for non-construction projects under the provisions of section 10 (a) of such Act for the fiscal year 1941, as supplemented by such Public Law 9, or set aside for specific purposes in accordance with other law: Provided, That notwithstanding any other provision of law, funds heretofore irrevocably set aside for the completion of Federal construction projects under authority of the Emergency Relief Appropriation Acts of 1938 and 1939 and the Emergency Relief Appropriation Act, fiscal year 1941, as amended, and supplemented, shall remain available until June 30, 1942, for such completion, and any such funds which remain unobligated by reason of the completion or abandonment of any such Federal construction project shall be returned to this appropriation: Provided further, That no part of any appropriation contained in this Act shall be used to pay the compensation of David Lasser.

(b) The funds provided in this section shall be available for (1) administration; (2) the prosecution of projects approved by the President under the provisions of the Emergency Relief Appropriation Acts of 1938, and 1939, and the Emergency Relief Appropriation Act, fiscal year 1941, as amended, and supplemented by Public Law 9, Seventy-seventh Congress; and (3) the prosecution of the following types of public projects, Federal and non-Federal, subject to the approval of the President, namely: Highways, roads, and streets; public buildings; parks, and other recreational facilities, including buildings therein; public utilities; electric transmission and distribution lines or systems to serve persons in rural areas, including projects sponsored by and for the benefit of nonprofit and cooperative associations; sewer systems, water supply, and purification systems; airports and other transportation facilities; facilities for the training of personnel in the operations and maintenance of air navigation and landing area facilities; flood control; drainage; irrigation, including projects sponsored by nonprofit irrigation companies or nonprofit irrigation associations organized and operating for community benefit; water conservation; soil conservation, including projects sponsored by soil conservation districts and other bodies duly organized under State law for soil erosion control and soil conservation, preference being

Purpose.

Appropriation of \$275,000,000 to Work Projects Administration.

Funds for Federal Construction Projects Approved Under ERA Acts of 1938, 1939, and Fiscal Year 1941 To Remain Available.

Types of Projects.

given to projects which will contribute to the rehabilitation of individuals and an increase in the national income; forestation, reforestation, and other improvements of forest areas, including the establishment of fire lanes; fish, game, and other wildlife conservation; eradication of insect, plant, and fungus pests; the production of lime and marl for fertilizing soil for distribution to farmers under such conditions as may be determined by the sponsors of such projects under the provisions of State law; educational, professional, clerical, cultural, recreational, production, and service projects, including training for manual occupations in industries engaged in production for national-defense purposes, for nursing and for domestic service; aid to self-help and cooperative associations for the benefit of needy persons; and miscellaneous projects: Provided, That all persons employed on work projects shall, so far as practicable, be employed on projects nearest their respective homes.

Persons To Be Employed Near Residence.

Expenditures for Nonlabor Costs.

(c) The funds appropriated in this section, exclusive of those used for administrative expenses, shall be so administered that expenditure authorizations for other than labor costs for all the work projects financed from such funds in any State, Territory, possession, or the District of Columbia shall not exceed an average for the fiscal year ending June 30, 1942, of \$6 per month per worker, except that the Commissioner of Work Projects (hereinafter referred to as the "Commissioner") may authorize an increase in the average in cases where the increased cost of materials would have the effect of raising such average above \$6 but in no event shall the increase in such average exceed the amount necessary to meet such increase in material costs and in no event shall such average exceed \$7: Provided, That the funds appropriated in this section shall not be used for the purchase of any construction equipment or machinery in any case in which such equipment or machinery can be rented at prices determined by the Commissioner to be reasonable, and his determinations, made in conformity with rules and regulations prescribed by him, shall be final and conclusive: Provided further, That not to exceed \$45,000,000 of funds herein appropriated to the Work Projects Administration may be used by the Commissioner to supplement the amounts so authorized for other than labor costs in any State, Territory, possession, or the District of Columbia in connection with the prosecution of projects which have been certified by the Secretary of War, and the Secretary of the Navy, respectively, as being important for military or naval purposes.

Purchase and Rental of Construction Equipment.

National Defense Projects Partially Exempted From Nonlabor Cost Requirement.

Percent of Sponsor's Contribution.

(d) In administering the funds appropriated in this section, not to exceed three-fourths of the total cost of all non-Federal projects approved after January 1, 1940, to be undertaken within any State, Territory, possession, or the District of Columbia, with respect to which any such funds are used, shall be borne by the United States, and not less than one-fourth of such total cost shall be borne by the State and its political subdivisions, or by the Territory, possession, or the District of Columbia, as the case may be: Provided, That the provisions of this subsection shall not apply to projects (1) which have been certified by the Secretary of War and the Secretary of the Navy, respectively, as being important for military or naval purposes, or (2) which authorize necessary temporary measures to avert danger to life, property, or health in the event of disaster or grave emergency caused by flood, storm, fire, earthquake, draught, or similar cause. The facts constituting compliance with the requirements of this subsection shall be determined by the Commissioner, and his determinations, made in conformity with rules and regulations prescribed by him, shall be final and conclusive.

Certain Projects Exempted From Contribution Requirement.

Medical and Hospital Facilities and Burial Expenses for Work Camp Employees.

(e) The funds appropriated in section 1 (a) hereof shall be available to provide, under regulations to be prescribed by the Commissioner, for medical and hospital facilities for work camp project employees and burial expenses of deceased work camp project employees, including the transportation of

remains to place of burial: Provided, That deductions shall be made from the earnings of all project employees quartered in such camps in an amount sufficient to offset the estimated cost to the United States for furnishing the foregoing.

(f) When it is found that as a result of bad faith, fraud, or misrepresentation on the part of the sponsor, any land, building, structure, facility, or other project, or any part thereof, upon which funds appropriated in this joint resolution have been expended, is used, transferred, or disposed of without retention and control for public use, the sponsor of the project and the person or organization to which the land, building, structure, facility, or project has been sold, leased, or given, shall be liable, jointly and severally, upon demand of the Commissioner or his duly authorized representative, to pay over to the United States an amount equal to the amount of Federal funds expended on such land, building, structure, facility, or project.

Reimbursement
to United
States Where
Project is
Diverted.

(g) The amount which may be obligated for administrative expenses of the Work Projects Administration in the District of Columbia and in the field shall not exceed in the aggregate the sum of \$35,466,000 during the fiscal year 1942, of which sum the amounts so to be obligated for the following respective purposes shall not exceed these sums: Salaries, \$29,016,000; communication service, \$500,000; travel \$2,800,000; and printing and binding, \$300,000.

Administrative
Expenses of
Work Projects
Administration.

(h) The Federal Works Administrator shall transmit to Congress, on the first day of each regular session thereof, a statement showing for each State the names, addresses, positions, and compensation of all employees of the Work Projects Administration whose compensation is at the rate of \$1,200 per annum or more. For the purposes of this subsection, the term "State" shall include the Territories, possessions, and the District of Columbia.

Names, etc., of
Employees To
Be Sent to
Congress.

(i) The Work Projects Administration is hereby extended to June 30, 1942, to carry out the purposes of this joint resolution and the Commissioner, with the approval of the Federal Works Administrator, is authorized to prescribe such rules and regulations as may be necessary to carry out its functions in connection therewith.

WPA Extended to
June 30, 1942.

ADMINISTRATIVE AGENCIES

Sec. 2. (a) In order to provide for administrative expenses incidental to carrying out the purposes of this joint resolution, there is hereby appropriated to the following agencies, out of any money in the Treasury not otherwise appropriated, for the fiscal year ending June 30, 1942: (1) General Accounting Office, \$1,400,000; and (2) Treasury Department: (a) Procurement Division, \$2,400,000; (b) Division of Disbursement, \$1,100,000; (c) Office of the Treasurer, \$350,000; (d) Secret Service Division, \$130,000; (e) Bureau of Accounts, \$2,025,000; for administrative accounting; total, Treasury Department, \$6,005,000.

Appropriation
for Administra-
tive Expenses
of Certain
Federal Agen-
cies.

(b) The appropriations in this section shall not be used to pay the compensation of persons employed entirely upon the regular work (as distinguished from emergency work under appropriations in this section) of any department or agency, nor to pay the compensation of employees engaged partially upon such regular work unless, in the determination of the head of such department or agency (which determination shall be conclusive), offsetting employment upon such emergency work of such department or agency is performed by employees paid from the regular funds thereof.

Appropriations
to Federal
Agencies Not
To Be Used for
Their Regular
Activities.

Sec. 3. (Appropriation of \$3,500,000 to the United States Employees' Compensation Commission)

GENERAL AND SPECIAL PROVISIONS

Apportionment
of Funds.

Sec. 4. Funds appropriated in this joint resolution to the various Federal agencies shall be so apportioned and distributed over the period ending June 30, 1942, and shall be so administered during such period as to constitute the total amount that will be furnished to such agencies during such period for the purposes herein set forth.

Funds To Be
Used for Work
Relief for
Employables.

Sec. 5. The funds made available by this joint resolution shall be used only for work relief for employable persons in need except as otherwise specifically provided herein.

Allocations by
Commissioner
to Other Fed-
eral Agencies.

Sec. 6. (a) The Commissioner, with the approval of the Federal Works Administrator, is authorized to allocate not to exceed \$8,500,000 of the appropriation contained in section 1 (a) to other Federal agencies for the operation, under such rules and regulations as the Commissioner may prescribe, of projects of the type specified in subsection (b) of section 1 which are within the scope of the functions usually carried out by such agencies, including administrative expenses of such agencies incident to such operation: Provided, That \$3,500,000 of such amount shall be allocated to the Department of Agriculture for the continuation during the calendar year 1941 of existing projects now under the jurisdiction of such Department: Provided further, That not to exceed 4 per centum of the total amount so allocated to any such agency shall be used for such administrative expenses: Provided further, That no project shall be prosecuted under any allocation under this subsection upon which the percentage of nonrelief persons employed exceeds 10 per centum of the total number of persons employed: Provided further, That not to exceed \$576,000 of the appropriation contained in section 1 (a) hereof may be allocated, with the approval of the Director of the Bureau of the Budget, for administrative expenses of Federal agencies incident to the planning and review of Work Projects Administration projects.

Nonrelief Em-
ployment Under
Federal Agency
Allocations.Allocation to
Federal Agen-
cies for Plan-
ning and Re-
view of WPA
Projects.Federal Con-
struction
Project Funds
Irrevocably
Allocated.

(b) No Federal construction project, except flood control and water conservation projects authorized under other law, shall be undertaken or prosecuted under the appropriations in this joint resolution unless and until there shall have been allocated and irrevocably set aside Federal funds sufficient for its completion.

Sponsors'
Contributions
for Non-Federal
Projects.

(c) No non-Federal project shall be undertaken or prosecuted under appropriations under this joint resolution unless and until the sponsor had made a written agreement to finance such part of the entire cost thereof as the Work Projects Administration determines under the circumstances is an adequate contribution taking into consideration the financial ability of the sponsor. The Commissioner shall prescribe rules and regulations relating to the valuation of contributions in kind by sponsors of projects through furnishing the use of their own facilities and equipment and the services of their own employees, which shall represent an actual cash value, and such rules and regulations shall also allow credit only to the extent that the furnishing of such contributions represents a financial burden which is undertaken by the sponsors on account of Work Projects Administration projects, or other sponsored projects.

Limitation of
Federal Funds
for Construc-
tion of Build-
ings.

Sec. 7. None of the funds made available by this joint resolution shall be expended on the construction of any building (1) the total estimated cost of which, in the case of a Federal building, exceeds \$100,000 from Federal funds, or (2) the portion of the total estimated cost of which payable from Federal funds, in the case of a non-Federal building, exceeds \$100,000, unless the building is one (a) for which the project has been approved by the President

on or prior to May 15, 1940, or for which an issue of bonds has been approved at an election held on or prior to such date, or for which a State legislature has made an appropriation on or prior to such date, or (b) for the completion of which funds have been allocated and irrevocably set aside under prior relief appropriation Acts: Provided, That the provisions of this section shall not apply to any projects which have been certified by the Secretary of War and the Secretary of the Navy, respectively, as being important for military or naval purposes.

National Defense Projects Exempted From Building Cost Restriction.

Sec. 8. (a) The Work Projects Administration is authorized to receive from sponsors of non-Federal projects contributions in services, materials, or money, such money to be deposited with the Treasurer of the United States. Such contributions shall be expended or utilized as agreed upon between the sponsor and the Work Projects Administration.

Authority To Receive Sponsors' Contributions.

(b) All receipts and collections by reason of operations in consequence of appropriations made in this joint resolution, except cash contributions of sponsors of projects and amounts credited to revolving funds authorized by this joint resolution, shall be covered into the Treasury as miscellaneous receipts.

Disposition of Receipts and Collections.

(c) Except as authorized in this joint resolution, no allocation of funds shall be made to any other Federal agency from the appropriation in this joint resolution for any Federal agency. No such allocation shall be made for the exercise of the functions of the Radio Division or the United States Film Service transferred to the Office of Education of the Federal Security Agency.

Limitation on Federal Agency Allocations.

Sec. 9. (a) The Commissioner, subject to the approval of the Federal Works Administrator, shall fix a monthly earning schedule for persons engaged upon work projects financed in whole or in part from funds appropriated by section 1 which shall not substantially affect the current national average labor cost per person of the Work Projects Administration. Such monthly earning schedule shall not be varied for workers of the same type in different geographical areas to any greater extent than may be justified by differences in the cost of living. The Commissioner shall require that the hours of work for all persons engaged upon work projects financed in whole or in part by funds appropriated by section 1 shall (1) be one hundred and thirty hours per month except that the Commissioner, in his discretion, may require a lesser number of hours of work per month in the case of relief workers with no dependents and the earnings of such workers shall be correspondingly reduced, and, (2) not exceed eight hours in any day, and (3) not exceed forty hours in any week.

Monthly Earning Schedule.

Hours of Work.

(b) The Commissioner may authorize exemptions from the above limitations of monthly earnings and hours of work on projects certified as hereinbefore provided as being important for military or naval purposes; to protect work already done on a project; to permit making up lost time; in the case of an emergency involving the public welfare; and in the case of supervisory personnel employed on work projects.

Exemptions From Limitations on Earnings and Hours of Work.

Sec. 10. (a) Section 15 (a) of the Emergency Relief Appropriation Act, fiscal year 1941, is hereby continued in effect for the month of July 1941. Effective on August 1, 1941, in employing or retaining in employment on Work Projects Administration work projects, preference shall be given to veterans of the World War and the Spanish-American War and veterans of any campaign or expedition in which the United States has been engaged (as determined on the basis of the laws administered by the Veterans' Administration, except that discharged draft enrollees other than those with service-connected disability shall not be considered as veterans for the purposes of this subsection), and

Preference in Employment.

—Veterans.

unmarried widows of any such veterans, and the wives of any such veterans who are unemployable, who have been certified as in need of employment by the Work Projects Administration or by any agency designated by it to so certify: Provided, That if the total monthly income from all sources of any such veteran or of the unmarried widow of any such veteran, or if the total combined monthly income from all sources of any such unemployable veteran and his wife, as determined by the Commissioner (whose determination shall be final and conclusive), is less than the monthly earnings the veteran, unmarried widow, or wife would receive if employed as a project worker of the Work Projects Administration, then such veteran, unmarried widow, or wife, as the case may be, shall be certified as in need of such employment, and when assigned to such employment he or she shall be employed for such period as will permit the total monthly income of such veteran or unmarried widow, or the total combined monthly income of such unemployable veteran and his wife, to be approximately equal to the amount which would be obtainable by full-time employment on any such project. Thereafter preference in such employment shall be given on the basis of relative needs, as far as practicable, to other American citizens, Indians, and other persons owing allegiance to the United States who are in need.

—Others.

Removal of
Workers Em-
ployed More
Than 18 Months.

(b) There shall be removed from employment on Work Projects Administration projects all relief workers, excepting blind persons, veterans, unmarried widows of such veterans and wives of such veterans as are unemployable, who have been continuously employed on such projects for more than eighteen months, and any relief worker so removed shall be ineligible to be restored to employment on such projects until after (1) the expiration of twenty days after the date of his removal, and (2) recertification of his eligibility for restoration to employment on such projects: Provided, That such workers shall be removed only in the numbers necessary to provide employment for employable persons with the same or similar job qualifications who have been certified for a period of three months or more as in need of Work Projects Administration project employment and who have not in such period been given employment on work projects.

Qualifications
of Workers.

(c) In considering employment of persons upon work projects prosecuted under the appropriations contained in this joint resolution, the Work Projects Administration shall determine whether such persons are able to perform the work on work projects to which they can be assigned and no person shall be employed or retained for employment on any such project whose work habits are such or work record shows that he is incapable of performing satisfactorily the work to which he may be assigned on the project.

Certification
of Need for
Employment.

(d) There shall be removed from employment on Work Projects Administration projects all relief workers whose needs for employment have not been certified by, and except as provided in section 10 (a) or in section 11 (b), no relief worker shall be employed on such projects until after his need for employment has been certified by (a) a local public certifying agency or (b) the Work Projects Administration where no such agency exists or where the Work Projects Administration certifies by reason of its refusal to accept certification by local public agencies.

Employment of
Blind Persons.

(e) No blind person receiving aid under the Social Security Act, as amended, shall be prohibited from temporarily relinquishing such aid to accept employment on a Work Projects Administration project.

No Employment
for Aliens,
Communists, or
Nazi Bund
Organization
Members.

(f) No alien, no Communist, and no member of any Nazi Bund Organization shall be given employment or continued in employment on any work project prosecuted under the appropriations contained in this joint resolution and no part of the money appropriated in this joint resolution shall be available to pay any

person who has not made or who does not make affidavit as to United States citizenship and to the effect that he is not a Communist and not a member of any Nazi Bund Organization, such affidavit to be considered prima facie evidence of such citizenship, and that he is not a Communist, and not a member of any Nazi Bund Organization.

(g) The Commissioner shall cause a periodic investigation to be made of the rolls of certified employees on work projects, and shall eliminate from the rolls those not in actual need, such investigation to be made so that each case is investigated at least once in every twelve months.

Periodic Investigation of Need Required.

Sec. 11. (a) No person in need who refuses a bona fide offer of private or other public employment under reasonable working conditions which pays the prevailing wage for such work in the community where he resides and who is capable of performing such work shall be employed or retained in employment on work projects under the funds appropriated in this joint resolution for the period such private or other public employment would be available.

No Employment for Persons in Need Refusing Offer of Employment.

(b) Any person who takes such employment shall at the expiration thereof be entitled to immediate reemployment with the Work Projects Administration if he is still in need and if he has lost such employment through no fault of his own, and if he has first drawn all the benefits of unemployment compensation that shall have accrued to him during his term in private employment and which are available to him.

WPA Employment After Private Employment Expires.

Sec. 12. (a) No person shall be employed or retained in employment in any administrative position, or in any supervisory position on any project, under the appropriations in this joint resolution unless such person has previously subscribed or before engaging in such employment subscribes to the following oath:

Oath Required of Persons Employed in Administrative and Project Supervisory Positions.

"I, A B, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office (or employment) on which I am about to enter (or which I now occupy). So help me God."

(b) No part of any appropriation contained in this Act shall be used to pay the salary or wages of any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence: Provided, That for the purposes hereof an affidavit shall be considered prima facie evidence that the person making the affidavit does not advocate, and is not a member of an organization that advocates, the overthrow of the Government of the United States by force or violence: Provided further, That any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence and accepts employment the salary or wages for which are paid from any appropriation contained in this Act shall be guilty of a felony, and upon conviction, shall be fined not more than \$1,000 or imprisoned for not more than one year, or both: Provided further, That the above penal clause shall be in addition to, and not in substitution for, any other provisions of existing law.

No Compensation to Persons Advocating Overthrow of Government by Force or Violence.

(c) The Commissioner and the head of any other agency receiving an appropriation hereunder is authorized to designate employees, administrative and supervisory, as he may deem necessary to administer such oaths as are required by this joint resolution and such other oaths as may be required or necessary

Designation of Employees Authorized to Administer Oaths.

in the operation of the Work Projects Administration or other agency, which oaths shall be administered without charge or fee; such oaths shall have the same force and effect as oaths administered by notaries, justices of the peace, and other Federal and non-Federal officers qualified to administer oaths.

Revolving Fund
for Materials,
Supplies,
Equipment, and
Tools.

Sec. 13. In carrying out the purpose of the appropriations in this joint resolution, the Secretary of the Treasury with the approval of the Director of the Bureau of the Budget, is authorized to prescribe rules and regulations for the establishment of special funds in the nature of revolving funds for use, until June 30, 1942, in the purchase, repair, distribution, or rental of materials, supplies, equipment, and tools.

Purchases Less
Than \$300.

Sec. 14. The provision of section 3709 of the Revised Statutes (41 U.S.C. 5) shall not apply to any purchase made or service procured in connection with the appropriations in this joint resolution when the aggregate amount involved is less than \$300.

Types of Ad-
ministrative
Expenses Au-
thorized.

Sec. 15. The appropriations in this joint resolution for administrative expenses and such portions of other appropriations in this joint resolution as are available for administrative expenses may be obligated in the amounts which the agency, with the approval of the Director of the Bureau of the Budget, shall have certified to the Secretary of the Treasury as necessary for personal services, in the District of Columbia and elsewhere, and for contract stenographic reporting services, supplies, and equipment; purchase and exchange of lawbooks, books of reference, directories, and periodicals, and newspapers; travel expenses, including expenses of attendance at meetings of officials and employees of the agency on official business and including transfer of household goods and effects as provided by the Act of October 10, 1940 (Public, Numbered 839, Seventy-sixth Congress), and regulations promulgated thereunder; rental at the seat of government and elsewhere; purchase, operation and maintenance of motor-propelled passenger-carrying vehicles, printing and binding and such other expenses as may be necessary for the accomplishment of the objectives of this joint resolution.

—Transfer of
Household
Goods.

Employees
Shall Not Be
Appointed in
Accordance
With Civil-
Service Laws.

Sec. 16. (a) The appropriations contained in section 1 of this joint resolution and any administrative allocations thereof shall not be available to pay the compensation of any person appointed in accordance with the civil-service laws; except that this limitation shall not apply in the case of any person who is employed by any agency of the Government (other than the Work Projects Administration) on the date of enactment of this joint resolution.

Authority for
Appointment of
Officers and
Employees.

(b) In carrying out the purposes of this joint resolution the agencies receiving appropriations under section 1 hereof or allocations under such appropriations are authorized to accept and utilize such voluntary and uncompensated services, appoint, without regard to civil-service laws, such officers and employees, and utilize, with the consent of the head of the Federal agency by which they are employed, such Federal officers and employees, and with the consent of the State such State and local officers and employees at such compensation as shall be determined by the head of the agency involved, as may be necessary, and prescribe their authorities, duties, responsibilities, and tenure, and, without regard to the Classification Act of 1923, as amended, to fix the compensation of any officers and employees so appointed.

Appointments
to State Ad-
ministrations
of State
Citizens.

(c) Appointments to Federal positions of an administrative or advisory capacity under the appropriations in this joint resolution in any State shall be made from among the bona fide citizens of that State so far as not inconsistent with efficient administration.

Sec. 17. In making separations from the Federal service, or furloughs without pay to last as long as three months, of persons employed within the District of Columbia, under the provisions of this joint resolution, the appointing power shall give preference, as nearly as good administration will warrant, in retention to appointees from States that have not received their share of appointments according to population: Provided, however, That soldiers, sailors, and marines, the widows of such, or the wives of injured soldiers, sailors, and marines, who themselves are not qualified, but whose wives are qualified to hold a position in the Government service, shall be given preference in retention, in their several grades and classes, where their ratings are good or better.

Preference in Retention of Certain Persons Employed in District of Columbia.

Sec. 18. The provisions of the Act of February 15, 1934 (48 Stat. 351) as amended, relating to disability or death compensation and benefits shall apply to persons (except administrative employees qualifying as civil employees of the United States) receiving compensation from the appropriations in this joint resolution for services rendered as employees of the United States: Provided, That this section shall not apply in any case coming within the purview of the workmen's compensation law of any State, Territory, or possession, or in which the claimant has received or is entitled to receive similar benefits for injury or death.

Disability or Death Compensation.

Sec. 19. None of the funds made available by this joint resolution shall be used (a) for the operation of any theater project, (b) for the operation of any project sponsored solely by the Work Projects Administration, or (c) for radio broadcasting in an amount exceeding \$50,000 or for the acquisition, rental, or distribution of motion-picture films.

Prohibition Against WPA-Sponsored Projects and Other Restrictions.

Sec. 20. The Commissioner is authorized to consider, ascertain, adjust, determine, and pay from the appropriation in section 1 hereof any claim on account of damage to or loss of privately owned property caused by the negligence of any employee of the Works Progress Administration or the Work Projects Administration while acting within the scope of his employment. No claim shall be considered hereunder which is in excess of \$500, or which is not presented in writing within one year from the date of accrual thereof. Acceptance by a claimant of the amount allowed on account of his claim shall be deemed to be in full settlement thereof, and the action upon such claim so accepted by the claimant shall be conclusive.

Property-Damage Claims.

Sec. 21. The Commissioner is authorized to call to the attention of the city, county, and State governments the unemployment situation of that city, county, or State, and to seek the cooperation of the State or any subdivision thereof in meeting the unemployment problem.

Cooperation With States on Unemployment Problem.

Sec. 22. Any person who knowingly and with intent to defraud the United States makes any false statement in connection with any application for any work project, employment, or relief aid under the appropriations in this joint resolution, or diverts, or attempts to divert or assists in diverting, for the benefit of any person or persons not entitled thereto, any portion of such appropriations, or any services or real or personal property acquired thereunder, or who knowingly, by means of any fraud, force, threat, intimidation, or boycott, or discrimination on account of race, religion, political affiliations (except as may be authorized or required by law), or membership or non-membership in a labor organization, deprives any person of any of the benefits to which he may be entitled under any such appropriations, or attempts so to do, or assists in so doing, or who disposes of, or assists in disposing of, except for the account of the United States, any property upon which there exists a lien securing a loan made under the provisions of this joint resolution

Penalty for False Statements, Fraud, ect.

or the Emergency Relief Appropriation Acts of 1935, 1936, 1937, 1938, and 1939, and the Emergency Relief Appropriation Act, fiscal year 1941, as amended, and supplemented, shall be deemed guilty of a felony and fined not more than \$2,000 or imprisoned not more than two years, or both. The provisions of this section shall be in addition to, and not in substitution for, any other provisions of existing law, or of this joint resolution.

Political Solicitation Prohibited.

Sec. 23. (a) It shall be unlawful for any person knowingly to solicit, or knowingly be in any manner concerned in soliciting, any assessment, subscription, or contribution for the campaign expenses of any individual or political party from any person receiving compensation or employment provided for by this joint resolution.

(b) Any person who knowingly violates any provision of this section shall be guilty of a felony and, upon conviction, shall be fined not more than \$1,000 or imprisoned for not more than one year, or both. The provisions of this section shall be in addition to, and not in substitution for, any other provisions of existing law, or of this joint resolution.

Promising Employment for Political Activity Prohibited.

Sec. 24. (a) It shall be unlawful for any person, directly or indirectly, to promise any employment, position, work, compensation, or other benefit, provided for or made possible by this joint resolution, or any other Act of the Congress, to any person as consideration, favor, or reward for any political activity or for the support of or opposition to any candidate in any election or any political party.

Racial, Religious, or Political Discrimination Prohibited.

(b) Except as may be authorized or required by law, it shall be unlawful for any person to deprive, attempt to deprive, or threaten to deprive, by any means, any person of any employment, position, work, compensation, or other benefit, provided for or made possible by this joint resolution, on account of race, creed, color, or any political activity, support of, or opposition to any candidate or any political party in any election.

(c) Any person who knowingly violates any provision of this section shall be guilty of a felony and, upon conviction, shall be fined not more than \$1,000 or imprisoned for not more than one year, or both. The provisions of this section shall be in addition to, and not in substitution for, any other provisions of law, or of this joint resolution.

Political Activity of Persons in Administrative or Supervisory Capacity Prohibited.

Sec. 25. (a) It shall be unlawful for any person employed in any administrative or supervisory capacity by any agency of the Federal Government, whose compensation or any part thereof is paid from funds authorized or appropriated by this joint resolution, to use his official authority or influence for the purpose of interfering with an election or affecting the results thereof. While such persons shall retain the right to vote as they please and to express privately their opinions on all political subjects, they shall take no active part, directly or indirectly, in political management or in political campaigns or in political conventions.

Persons Violating This Section To Be Removed From Office.

(b) Any person violating the provisions of this section shall be immediately removed from the position or office held by him, and thereafter no part of the funds appropriated by this joint resolution shall be used to pay the compensation of such person. The provisions of this section shall be in addition to, and not in substitution for, any other provisions of existing law, or of this joint resolution.

Compensation to Candidates for Office Prohibited.

Sec. 26. No part of any appropriation in this joint resolution shall be used to pay the salary or expenses of any person in a supervisory or administrative position who is a candidate for any State, district, county, or municipal office (such office requiring full time of such person and to which

office a salary or per diem attaches), in any primary, general, or special election, or who is serving as a campaign manager or assistant thereto for any such candidate.

Sec. 27. Reports of the operations under the appropriations in this joint resolution and the appropriations in the Emergency Relief Appropriation Act, fiscal year 1941, as amended, and supplemented, including a statement of the expenditures made and obligations incurred by classes of projects and amounts, shall be submitted to Congress by the President on or before the 31st of January in each of the next two regular sessions of Congress.

Report to
Congress.

Sec. 28. No funds appropriated in this joint resolution, whether administered by the Federal Government or by the States or local governmental agencies from funds contributed in whole or in part by the Federal Government, shall be used by any Federal, State, or other agency to purchase, establish, relocate, or expand mills, factories, stores, or plants which would manufacture, handle, process, or produce for sale articles, commodities, or products (other than those derived from the first processing of sweet potatoes and naval stores products) in competition with existing industries.

Projects for
Mills, etc.,
in Competition
With Existing
Industries.

Sec. 29. None of the funds appropriated by this joint resolution shall be used for the manufacture, purchase, or construction of any naval vessel, any armament, munitions, or implement of war, for military or naval forces, and no funds herein appropriated or authorized shall be diverted or allocated to any other department or bureau for such purpose.

Funds Not
Available for
Certain Military
or Naval
Purposes.

Sec. 30. No part of the funds made available in this joint resolution shall be loaned or granted, except pursuant to an obligation incurred prior to the date of the enactment of this joint resolution, to any State, or any of its political subdivisions or agencies, for the purpose of carrying out or assisting in carrying out any program or project of constructing, rebuilding, repairing, or replanning its penal or reformatory institutions, unless the President shall find that the projects to be financed with such loan or grant will not cause or promote competition of the products of convict labor with the products of free labor.

Projects for
Penal or Re-
formatory
Institutions.

Sec. 31. In expending appropriations or portions of appropriations, contained in this joint resolution, for the payment for personal services in the District of Columbia in accordance with the Classification Act of 1923, as amended, the average of the salaries of the total number of persons under any grade in any appropriation unit herein shall not at any time exceed the average of the compensation rates specified for the grade by such Act, as amended, and in grades in which only one position is allocated, the salary of such position shall not exceed the average of the compensation rates for the grade: Provided, That this restriction shall not apply (1) to grades 1, 2, 3, and 4 of the clerical-mechanical service, or (2) to require the reduction in salary of any person whose compensation was fixed as of July 1, 1924, in accordance with the rules of section 6 of such Act, or (3) to require the reduction in salary of any person who is transferred from one position to another position in the same or different grade in the same or a different bureau, office, or other appropriation unit, or (4) to prevent the payment of a salary under any grade at a rate higher than the maximum rate of the grade when such higher rate is permitted by the Classification Act of 1923, as amended, and is specifically authorized by other law, or (5) to reduce the compensation of any person in a grade in which only one position is allocated.

Average of
Salaries for
Persons Em-
ployed in the
District of
Columbia.

Sec. 32. Any Administrator or other officer named to have general supervision at the seat of government over the program and work contemplated under the appropriations contained in this joint resolution and receiving a salary

Senate Con-
firmation of Cer-
tain Appoint-
ments.

of \$5,000 or more per annum from such appropriations, and any State or regional administrator receiving a salary of \$5,000 or more per annum from such appropriations (except persons now serving as such under other law) shall be appointed by the President, by and with the advice and consent of the Senate: Provided, That the provisions of section 1761 of the Revised Statutes shall not apply to any such appointee and the salary of any person so appointed shall not be increased for a period of six months after confirmation.

No State Administrator's Office To Be Abolished.

Sec. 33. The Work Projects Administration shall continue to maintain in each State an office of State Administrator for such State.

Appropriation to Department of Agriculture.

Sec. 34. There is hereby appropriated, out of any money in the Treasury not otherwise appropriated, for the fiscal year 1942, the sum of \$25,000,000, to be used by the Secretary of Agriculture for the purpose of effectuating the provisions of section 32 of the Act entitled "An Act to amend the Agricultural Adjustment Act, and for other purposes", approved August 24, 1935, as amended, such sum to be in addition to any funds appropriated by such section 32 and to be subject to all the provisions of law relating to the expenditure of such funds.

Approved July 1, 1941

[Public Law 651—77th Congress, 2nd Session]

(H. J. Res. 324)

JOINT RESOLUTION

Making appropriations for work relief and relief for the fiscal year ending June 30, 1943.

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That this joint resolution may be cited as the "Emergency Relief Appropriation Act, fiscal year 1943."

FEDERAL WORKS AGENCY

WORK PROJECTS ADMINISTRATION

Sec. 1. (a) In order to continue to provide work for employable needy persons on useful public projects in the United States and its Territories and possessions, there is hereby appropriated to the Work Projects Administration, of the Federal Works Agency, out of any money in the Treasury not otherwise appropriated, for the fiscal year ending June 30, 1943, \$280,000,000, together with all balances of appropriations under section 1, (a) of the Emergency Relief Appropriation Act, fiscal year 1942, which remain unobligated on June 30, 1942, including such unobligated balances of funds transferred to other Federal agencies for nonconstruction projects under the provisions of section 6 (a) of such Act for the fiscal year 1942 or set aside for specific purposes in accordance with other law: Provided, That notwithstanding any other provision of law, funds heretofore irrevocably set aside for the completion of Federal construction projects under authority of the Emergency Relief Appropriation Acts of 1938 and 1939, the Emergency Relief Appropriation Act, fiscal year 1941, as amended and supplemented, and the Emergency Relief Appropriation Act, fiscal year 1942, shall remain available until June 30, 1943, for such completion, and any such funds which remain unobligated by reason of the completion or abandonment of any such Federal construction project shall be returned to this appropriation.

Purpose.

Appropriation of \$280,000,000 to Work Projects Administration.

Funds for Federal Construction Projects Approved Under ERA Acts of 1938, 1939, and Fiscal Years 1941 and 1942 To Remain Available.

(b) The funds provided in this section shall be available for (1) administration; (2) the prosecution of projects approved by the President under the provisions of the Emergency Relief Appropriation Acts of 1938 and 1939, and the Emergency Relief Appropriation Act, fiscal year 1941, as amended and supplemented by Public Law 9, Seventy-seventh Congress, and the Emergency Relief Appropriation Act, fiscal year 1942; and (3) the prosecution of the following types of public projects, Federal and non-Federal, subject to the approval of the President, namely: Highways, roads, and streets; public buildings; parks, and other recreational facilities, including buildings therein; public utilities; electric transmission and distribution lines or systems to serve persons in rural areas, including projects sponsored by and for the benefit of nonprofit and cooperative associations; sewer systems, water supply, and purification systems; airports and other transportation facilities; facilities for the training of personnel in the operations and maintenance of air navigation and landing area facilities; flood control; drainage; irrigation, including projects sponsored by nonprofit irrigation companies or nonprofit irrigation associations organized and operating for community benefit; water conservation; soil conservation, including projects sponsored by soil conservation districts and other bodies duly organized under State law for soil-erosion control and soil conservation, preference being given to projects which will contribute to the rehabilitation of

Types of Projects.

Persons To Be
Employed Near
Homes.

Expenditures
for Nonlabor,
Costs.

Purchase and
Rental of
Construction
Equipment.

Supplement to
Nonlabor
Costs.

Percent of
Sponsor's
Contribution.

Certain Proj-
ects Exempted
From Contribu-
tion Require-
ment.

individuals and an increase in the national income; forestation, reforestation, and other improvements of forest areas, including the establishment of fire lanes; fish, game, and other wildlife conservation; eradication of insect, plant, and fungus pests; the production of lime and marl for fertilizing soil for distribution to farmers under such conditions as may be determined by the sponsors of such projects under the provisions of State law; educational, professional, clerical, cultural, recreational, production, and service projects, including training for manual occupations in industries engaged in production for national-defense purposes, for nursing and for domestic service; aid to self-help and cooperative associations for the benefit of needy persons; and miscellaneous projects; not less than \$6,000,000 of the funds made available in this Act shall be used exclusively for the operation of day nurseries and nursery schools for the children of employed mothers: Provided, That all persons employed on work projects shall, so far as practicable, be employed on projects nearest their respective homes.

(c) The funds appropriated in this section, exclusive of those used for administrative expenses, shall be so administered that expenditure authorizations for other than labor costs for all the work projects financed from such funds in any State, Territory, possession, or the District of Columbia shall not exceed an average for the fiscal year ending June 30, 1943, of \$6 per month per worker, except that the Commissioner of Work Projects (hereinafter referred to as the "Commissioner") may authorize an increase in the average in cases where the increased cost of materials would have the effect of raising such average above \$6 but in no event shall the increase in such average exceed the amount necessary to meet such increase in material costs and in no event shall such average exceed \$7: Provided, That the funds appropriated in this section shall not be used for the purchase of any construction equipment or machinery in any case in which such equipment or machinery can be rented at prices determined by the Commissioner to be reasonable, and his determinations, made in conformity with rules and regulations prescribed by him, shall be final and conclusive: Provided further, That the unobligated balance of the \$45,000,000 in section 1 (c) of the Emergency Relief Appropriation Act, fiscal year 1942, may be used by the Commissioner to supplement the amounts so authorized for other than labor costs in any State, Territory, possession, or the District of Columbia in connection with the prosecution of projects which have been certified by the Secretary of War, and the Secretary of the Navy, respectively, as being important for military or naval purposes.

(d) In administering the funds appropriated in this section, not to exceed three-fourths of the total cost of all non-Federal projects approved after January 1, 1940, to be undertaken within any State, Territory, possession, or the District of Columbia, with respect to which any such funds are used, shall be borne by the United States, and not less than one-fourth of such total cost shall be borne by the State and its political subdivisions, or by the Territory, possession, or the District of Columbia, as the case may be: Provided, That the provisions of this subsection shall not apply to projects (1) which have been certified by the Secretary of War and the Secretary of the Navy, respectively, as being important for military or naval purposes, or (2) which authorize necessary temporary measures to avert danger to life, property, or health in the event of disaster or grave emergency caused by war, flood, storm, fire, earthquake, drought, or similar cause. The facts constituting compliance with the requirements of this subsection shall be determined by the Commissioner, and his determinations, made in conformity with rules and regulations prescribed by him, shall be final and conclusive.

(e) The funds appropriated in section 1 (a) hereof shall be available to provide, under regulations to be prescribed by the Commissioner, for medical and hospital facilities for work-camp-project employees and burial expenses of deceased work-camp-project employees, including the transportation of remains to place of burial: Provided, That deductions shall be made from the earnings of all project employees quartered in such camps in an amount sufficient to offset the estimated cost to the United States for furnishing the foregoing.

Medical and
Hospital
Facilities and
Burial Expenses
for Work-Camp
Employees.

(f) When it is found that as a result of bad faith, fraud, or misrepresentation on the part of the sponsor, any land, building, structure, facility, or other project, or any part thereof, upon which funds appropriated in this joint resolution have been expended, is used, transferred, or disposed of without retention and control for public use, the sponsor of the project and the person or organization to which the land, building, structure, facility, or project has been sold, leased, or given, shall be liable, jointly and severally, upon demand of the Commissioner or his duly authorized representative, to pay over to the United States an amount equal to the amount of Federal funds expended on such land, building, structure, facility, or project.

Reimbursement
to United
States Where
Project Is
Diverted.

(g) The amount which may be obligated for administrative expenses of the Work Projects Administration in the District of Columbia and in the field shall not exceed in the aggregate the sum of \$16,000,000 during the fiscal year 1943, of which sum the amounts so to be obligated for the following respective purposes shall not exceed these sums: Salaries, \$14,380,000; communication service, \$310,000; travel, \$1,000,000; and printing and binding, \$160,000: Provided, That 5 per centum of the foregoing amounts shall be available interchangeably, but not more than 5 per centum shall be added to any one limitation: Provided further, That not to exceed a total of \$100,000 of the foregoing sum of \$16,000,000 may be expended for salaries for the Division of Information, or for equivalent services in the central office, and for like services in field offices, and for other costs of preparation of exhibits, radio-broadcasts, press releases, bulletins, and other public informational material.

Administrative
Expenses of
Work Projects
Administration.

(h) The Work Projects Administration is hereby extended to June 30, 1943, to carry out the purposes of this joint resolution and the Commissioner, with the approval of the Federal Works Administrator, is authorized to prescribe such rules and regulations as may be necessary to carry out its functions in connection therewith.

WEA Extended to
June 30, 1943.

ADMINISTRATIVE AGENCIES

Sec. 2. (a) In order to provide for administrative expenses incidental to carrying out the purposes of this joint resolution, the following sums are hereby appropriated to the following agencies, out of any money in the Treasury not otherwise appropriated, for the fiscal year ending June 30, 1943: (1) General Accounting Office, \$625,000; and (2) Treasury Department: (a) Procurement Division, \$1,000,000; (b) Division of Disbursement, \$457,000; (c) Office of the Treasurer, \$150,000; (d) Secret Service Division, \$52,000; (e) Bureau of Accounts, \$285,000, to remain available until December 31, 1942, and \$15,000 for the period commencing January 1, 1943, and ending June 30, 1943, for administrative accounting; total, Treasury Department, \$1,959,000.

Appropriation
for Administra-
tive Expenses
of Certain
Federal
Agencies.

(b) The appropriations in this section shall not be used to pay the compensation of persons employed entirely upon the regular work (as distinguished from emergency work under appropriations in this section) of any department or agency, nor to pay the compensation of employees engaged partially upon

Appropriations
to Federal
Agencies Not To
Be Used for
Their Regular
Activities.

such regular work unless, in the determination of the head of such department or agency (which determination shall be conclusive), offsetting employment upon such emergency work of such department or agency is performed by employees paid from the regular funds thereof.

GENERAL AND SPECIAL PROVISIONS

Apportionment of Funds.

Sec. 3. Funds appropriated in this joint resolution to the various Federal agencies shall be so apportioned and distributed over the period ending June 30, 1943, and shall be so administered during such period as to constitute the total amount that will be furnished to such agencies during such period for the purposes herein set forth.

Funds To Be Used for Work Relief for Employables.

Sec. 4. The funds made available by this joint resolution shall be used only for work relief for employable persons in need except as otherwise specifically provided herein.

Allocation to Federal Agencies for Planning and Review of WPA Projects.

Sec. 5. (a) Not to exceed \$100,000 of the appropriation contained in section 1 (a) hereof may be allocated, with the approval of the Director of the Bureau of the Budget, for administrative expenses of Federal agencies incident to the planning and review of Work Projects Administration projects.

Federal Construction Project Funds Irrevocably Allocated.

(b) No Federal construction project, except flood-control and water-conservation projects authorized under other law, shall be undertaken or prosecuted under the appropriations in this joint resolution unless and until there shall have been allocated and irrevocably set aside Federal funds sufficient for its completion.

Sponsors' Contributions for Non-Federal Projects.

(c) No non-Federal project shall be undertaken or prosecuted under appropriations under this joint resolution unless and until the sponsor has made a written agreement to finance such part of the entire cost thereof as the Work Projects Administration determines under the circumstances is an adequate contribution, taking into consideration the financial ability of the sponsor. The Commissioner shall prescribe rules and regulations relating to the valuation of contributions in kind by sponsors of projects through furnishing the use of their own facilities and equipment and the services of their own employees, which shall represent an actual cash value, and such rules and regulations shall also allow credit only to the extent that the furnishing of such contributions represents a financial burden which is undertaken by the sponsors on account of Work Projects Administration projects, or other sponsored projects.

Limitation of Federal Funds for Construction of Buildings.

Sec. 6. None of the funds made available by this joint resolution shall be expended on the construction of any building (1) the total estimated cost of which, in the case of a Federal building, exceeds \$100,000 from Federal funds, or (2) the portion of the total estimated cost of which payable from Federal funds, in the case of a non-Federal building, exceeds \$100,000, unless the building is one (a) for which the project has been approved by the President on or prior to May 15, 1940, or for which an issue of bonds has been approved at an election held on or prior to such date, or for which a State legislature has made an appropriation on or prior to such date, or (b) for the completion of which funds have been allocated and irrevocably set aside under prior relief appropriation Acts: Provided, That the provisions of this section shall not apply to any projects which have been certified by the Secretary of War and the Secretary of the Navy, respectively, as being important for military or naval purposes.

Projects Exempted From Building-Cost Restriction.

Authority To Receive Sponsors' Contributions.

Sec. 7. (a) The Work Projects Administration is authorized to receive from sponsors of non-Federal projects contributions in services, materials, or money, such money to be deposited with the Treasurer of the United States.

Such contributions shall be expended or utilized as agreed upon between the sponsor and the Work Projects Administration.

(b) All receipts and collections by reason of operations in consequence of appropriations made in this joint resolution, except cash contributions of sponsors of projects and amounts credited to revolving funds authorized by this joint resolution, shall be covered into the Treasury as miscellaneous receipts.

Disposition of
Receipts and
Collections.

(c) Except as authorized in this joint resolution, no allocation of funds shall be made to any other Federal agency from the appropriation in this joint resolution for any Federal agency. No such allocation shall be made for the exercise of the functions of the Radio Division or the United States Film Service transferred to the Office of Education of the Federal Security Agency.

Limitation on
Federal Agency
Allocations.

Sec. 8. (a) The Commissioner, subject to the approval of the Federal Works Administrator, shall fix a monthly earning schedule for persons engaged upon work projects financed in whole or in part from funds appropriated by section 1 which shall not substantially affect the current national average labor cost per person of the Work Projects Administration. Such monthly earning schedule shall not be varied for workers of the same type in different geographical areas to any greater extent than may be justified by differences in the cost of living. The Commissioner shall require that the hours of work for all persons engaged upon work projects financed in whole or in part by funds appropriated by section 1 shall (1) be one hundred and thirty hours per month except that the Commissioner, in his discretion, may require a lesser number of hours of work per month in the case of relief workers with no dependents and the earnings of such workers shall be correspondingly reduced, and, (2) not exceed eight hours in any day, and (3) not exceed forty hours in any week.

Monthly Earn-
ing Schedule.

Hours of Work.

(b) The Commissioner may authorize exemptions from the above limitations of monthly earnings and hours of work on projects certified as hereinbefore provided as being important for military or naval purposes; to protect work already done on a project; to permit making up lost time; in the case of an emergency involving the public welfare; and in the case of supervisory personnel employed on work projects.

Exemptions
From Limita-
tions on
Earnings and
Hours of Work.

Sec. 9. (a) In employing or retaining in employment on Work Projects Administration work projects, preference shall be given to veterans of any war, campaign, or expedition in which the United States has been engaged (as determined on the basis of the laws administered by the Veterans' Administration, except that discharged draft enrollees other than those with service-connected disability shall not be considered as veterans for the purposes of this subsection), and unmarried widows of any such veterans, and the wives of any such veterans who are unemployable, who have been certified as in need of employment by the Work Projects Administration or by any agency designated by it to so certify: Provided, That if the total monthly income from all sources of any such veteran or of the unmarried widow of any such veteran, or if the total combined monthly income from all sources of any such unemployable veteran and his wife, as determined by the Commissioner (whose determination shall be final and conclusive), is less than the monthly earnings the veteran, unmarried widow, or wife would receive if employed as a project worker of the Work Projects Administration, then such veteran, unmarried widow, or wife, as the case may be, shall be certified as in need of such

Preference in
Employment.

Veterans.

employment, and when assigned to such employment he or she shall be employed for such period as will permit the total monthly income of such veteran or unmarried widow, or the total combined monthly income of such unemployable veteran and his wife, to be approximately equal to the amount which would be obtainable by full-time employment on any such project. Thereafter preference in such employment shall be given on the basis of relative needs, as far as practicable, to other American citizens, Indians, and other persons owing allegiance to the United States who are in need.

Removal of
Persons Em-
ployed More
Than 18
Months.

(b) There shall be removed from employment on Work Projects Administration projects all relief workers, excepting blind persons, veterans, unmarried widows of such veterans and wives of such veterans as are unemployable, who have been continuously employed on such projects for more than eighteen months, and any relief worker so removed shall be ineligible to be restored to employment on such projects until after (1) the expiration of twenty days after the date of his removal, and (2) recertification of his eligibility for restoration to employment on such projects: Provided, That such workers shall be removed only in the numbers necessary to provide employment for employable persons with the same or similar job qualifications who have been certified for a period of three months or more as in need of Work Projects Administration project employment and who have not in such period been given employment on work projects.

Qualifications
of Persons.

(c) In considering employment of persons upon work projects prosecuted under the appropriations contained in this joint resolution, the Work Projects Administration shall determine whether such persons are able to perform the work on work projects to which they can be assigned and no person shall be employed or retained for employment on any such project whose work habits are such or work record shows that he is incapable of performing satisfactorily the work to which he may be assigned on the project.

Certification
of Need for
Employment.

(d) There shall be removed from employment on Work Projects Administration projects all relief workers whose needs for employment have not been certified by, and except as provided in section 9 (a) or in section 10 (b), no relief worker shall be employed on such projects until after his need for employment has been certified by (a) a local public certifying agency or (b) the Work Projects Administration where no such agency exists or where the Work Projects Administration certifies by reason of its refusal to accept certification by local public agencies.

Employment of
Blind Persons.

(e) No blind person receiving aid under the Social Security Act, as amended, shall be prohibited from temporarily relinquishing such aid to accept employment on a Work Projects Administration project.

No Employment
for Aliens,
Communists,
or Nazi Bund
Organization
Members.

(f) No alien, no Communist, and no member of any Nazi bund organization shall be given employment or continued in employment on any work project prosecuted under the appropriations contained in this joint resolution and no part of the money appropriated in this joint resolution shall be available to pay any person who has not made or who does not make affidavit as to United States citizenship and to the effect that he is not a Communist and not a member of any Nazi bund organization, such affidavit to be considered prima facie evidence of such citizenship, and that he is not a Communist, and not a member of any Nazi bund organization.

Periodic
Investigation
of Need Re-
quired.

(g) The Commissioner shall cause a periodic investigation to be made of the rolls of certified employees on work projects, and shall eliminate from the rolls those not in actual need, such investigation to be made so that each case is investigated at least once in every twelve months.

Sec. 10. (a) No person in need who refuses a bona fide offer of private or other public employment under reasonable working conditions which pays the prevailing wage for such work in the community where he resides and who is capable of performing such work shall be employed or retained in employment on work projects under the funds appropriated in this joint resolution for the period such private or other public employment would be available.

Persons
Refusing Offers
of Private or
Other Public
Employment.

(b) Any person who takes such employment shall at the expiration thereof be entitled to immediate reemployment with the Work Projects Administration if he is still in need and if he has lost such employment through no fault of his own, and if he has first drawn all the benefits of unemployment compensation that shall have accrued to him during his term in private employment and which are available to him.

Reemployment
After Private
Employment
Expires.

Sec. 11. (a) No person shall be employed or retained in employment in any administrative position, or in any supervisory position on any project, under the appropriations in this joint resolution unless such person has previously subscribed or before engaging in such employment subscribes to the following oath:

Oath Required
of Persons
Employed in
Administrative
and Project
Supervisory
Positions.

"I, A B, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office (or employment) on which I am about to enter (or which I now occupy). So help me God."

(b) No part of any appropriation contained in this Act shall be used to pay the salary or wages of any person who advocates, or who is a member of an organization that advocates the overthrow of the Government of the United States by force or violence: Provided, That for the purposes hereof an affidavit shall be considered prima facie evidence that the person making the affidavit does not advocate, and is not a member of an organization that advocates, the overthrow of the Government of the United States by force or violence: Provided further, That any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence and accepts employment the salary or wages for which are paid from any appropriation contained in this Act shall be guilty of a felony and, upon conviction, shall be fined not more than \$1,000 or imprisoned for not more than one year, or both: Provided further, That the above penal clause shall be in addition to, and not in substitution for, any other provisions of existing law.

Persons Advocating Overthrow of Government by Force or Violence.

(c) The Commissioner and the head of any other agency receiving an appropriation hereunder is authorized to designate employees, administrative and supervisory, as he may deem necessary to administer such oaths as are required by this joint resolution and such other oaths as may be required or necessary in the operation of the Work Projects Administration or other agency, which oaths shall be administered without charge or fee; such oaths shall have the same force and effect as oaths administered by notaries, justices of the peace, and other Federal and non-Federal officers qualified to administer oaths.

Designation of Employees Authorized To Administer Oaths.

Sec. 12. In carrying out the purpose of the appropriations in this joint resolution, the Secretary of the Treasury with the approval of the Director of the Bureau of the Budget, is authorized to prescribe rules and regulations for the establishment of special funds in the nature of revolving funds for

Revolving Fund for Materials; Supplies, Equipment, and Tools.

use, until June 30, 1943, in the purchase, repair, distribution, or rental of materials, supplies, equipment, and tools.

Purchases
less Than
\$300.

Sec. 13. The provision of section 3709 of the Revised Statutes (41 U. S. C. 5) shall not apply to any purchase made or service procured in connection with the appropriations in this joint resolution when the aggregate amount involved is less than \$300.

Types of
Administrative
Expenses
Authorized.

Sec. 14. The appropriations in this joint resolution for administrative expenses and such portions of other appropriations in this joint resolution as are available for administrative expenses may be obligated in the amounts which the agency, with the approval of the Director of the Bureau of the Budget, shall have certified to the Secretary of the Treasury as necessary for personal services, in the District of Columbia and elsewhere, and for contract stenographic reporting services, supplies, and equipment; purchase and exchange of lawbooks, books of reference, directories, and periodicals, and newspapers; travel expenses, including expenses of attendance at meetings of officials and employees of the agency on official business and including transfer of household goods and effects as provided by the Act of October 10, 1940 (Public, Numbered 839, Seventy-sixth Congress), and regulations promulgated thereunder; rental at the seat of government and elsewhere; operation and maintenance of motor-propelled passenger-carrying vehicles; printing and binding and such other expenses as may be necessary for the accomplishment of the objectives of this joint resolution.

Transfer of
Household
Goods.

Employees Not
To Be Appointed
in Accordance
With Civil-
Service Laws.

Sec. 15. (a) The appropriations contained in section 1 of this joint resolution and any administrative allocations thereof shall not be available to pay the compensation of any person appointed in accordance with the civil-service laws; except that this limitation shall not apply in the case of any person who is employed by any agency of the Government (other than the Work Projects Administration) on the date of enactment of this joint resolution.

Authority for
Appointment
of Officers
and Employees.

(b) In carrying out the purposes of this joint resolution the agencies receiving appropriations under section 1 hereof or allocations under such appropriations are authorized to accept and utilize such voluntary and uncompensated services, appoint, without regard to civil-service laws, such officers and employees, and utilize, with the consent of the head of the Federal agency by which they are employed, such Federal officers and employees, and with the consent of the State such State and local officers and employees at such compensation as shall be determined by the head of the agency involved, as may be necessary, and prescribe their authorities, duties, responsibilities, and tenure, and, without regard to the Classification Act of 1923, as amended, to fix the compensation of any officers and employees so appointed.

Appointments
to State Adminis-
trations.

(c) Appointments to Federal positions of an administrative or advisory capacity under the appropriations in this joint resolution in any State shall be made from among the bona fide citizens of that State so far as not inconsistent with efficient administration.

Preference in
Retention of
Certain Persons
Employed in
The District
of Columbia.

Sec. 16. In making separations from the Federal service, or furloughs without pay to last as long as three months, of persons employed within the District of Columbia, under the provisions of this joint resolution, the appointing power shall give preference, as nearly as good administration will warrant, in retention to appointees from States that have not received their share of appointments according to population: Provided, however, That soldiers, sailors, and marines, the widows of such, or the wives of injured soldiers, sailors, and marines, who themselves are not qualified, but whose wives are qualified to hold a position in the Government service, shall be

given preference in retention, in their several grades and classes, where their ratings are good or better.

Sec. 17. The provisions of the Act of February 15, 1934 (48 Stat. 351), as amended, relating to disability or death compensation and benefits shall apply to persons (except administrative employees qualifying as civil employees of the United States) receiving compensation from the appropriations in this joint resolution for services rendered as employees of the United States: Provided, That this section shall not apply in any case coming within the purview of the workmen's compensation law of any State, Territory, or possession, or in which the claimant has received or is entitled to receive similar benefits for injury or death: Provided further, That any funds appropriated under the head "Employees' Compensation Fund, Emergency Relief," shall be available for carrying out the provisions of this section.

Disability or
Death Compensation.

Sec. 18. None of the funds made available by this joint resolution shall be used (a) for the operation of any theater project, (b) for the operation of any project sponsored solely by the Work Projects Administration, or (c) for radio broadcasting in an amount exceeding \$10,000 or for the acquisition, rental, or distribution of motion-picture films.

Prohibited
Projects
and Other
Restrictions.

Sec. 19. The Commissioner is authorized to consider, ascertain, adjust, determine, and pay from the appropriation in section 1 hereof any claim on account of damage to or loss of privately owned property caused by the negligence of any employee of the Works Progress Administration or the Work Projects Administration while acting within the scope of his employment. No claim shall be considered hereunder which is in excess of \$500, or which is not presented in writing within one year from the date of accrual thereof. Acceptance by a claimant of the amount allowed on account of his claim shall be deemed to be in full settlement thereof, and the action upon such claim so accepted by the claimant shall be conclusive.

Property-
Damage
Claims.

Sec. 20. The Commissioner is authorized to call to the attention of the city, county, and State governments the unemployment situation of that city, county, or State, and to seek the cooperation of the State or any subdivision thereof in meeting the unemployment problem.

Cooperation
With States
on Unemploy-
ment Problems.

Sec. 21. Any person who knowingly and with intent to defraud the United States makes any false statement in connection with any application for any work project, employment, or relief aid under the appropriations in this joint resolution, or diverts, or attempts to divert or assists in diverting, for the benefit of any person or persons not entitled thereto, any portion of such appropriations, or any services or real or personal property acquired thereunder, or who knowingly, by means of any fraud, force, threat, intimidation, or boycott, or discrimination on account of race, religion, political affiliations (except as may be authorized or required by law), or membership or nonmembership in a labor organization, deprives any person of any of the benefits to which he may be entitled under any such appropriations, or attempts so to do, or assists in so doing, or who disposes of, or assists in disposing of, except for the account of the United States, any property upon which there exists a lien securing a loan made under the provisions of this joint resolution or the Emergency Relief Appropriation Acts of 1935, 1936, 1937, 1938, and 1939, the Emergency Relief Appropriation Act, fiscal year 1941, as amended and supplemented, and the Emergency Relief Appropriation Act, fiscal year 1942, shall be deemed guilty of a felony and fined not more than \$2,000 or imprisoned not more than two years, or both. The provisions of this section shall be in addition to, and not in substitution for, any other provisions of existing law, or of this joint resolution.

Penalty for
False State-
ments, Fraud,
etc.

Political Solicitation Prohibited.

Sec. 22. (a) It shall be unlawful for any person knowingly to solicit, or knowingly be in any manner concerned in soliciting, any assessment, subscription, or contribution for the campaign expenses of any individual or political party from any person receiving compensation or employment provided for by this joint resolution.

Penalty for Violation.

(b) Any person who knowingly violates any provision of this section shall be guilty of a felony and, upon conviction, shall be fined not more than \$1,000 or imprisoned for not more than one year, or both. The provisions of this section shall be in addition to, and not in substitution for, any other provisions of existing law, or of this joint resolution.

Promising Employment for Political Activity Prohibited.

Sec. 23. (a) It shall be unlawful for any person, directly or indirectly, to promise any employment, position, work, compensation, or other benefit, provided for or made possible by this joint resolution, or any other Act of the Congress, to any person as consideration, favor, or reward for any political activity or for the support of or opposition to any candidate in any election or any political party.

Racial, Religious, or Political Discrimination Prohibited.

(b) Except as may be authorized or required by law, it shall be unlawful for any person to deprive, attempt to deprive, or threaten to deprive, by any means, any person of any employment, position, work, compensation, or other benefit, provided for or made possible by this joint resolution, on account of race, creed, color, or any political activity, support of, or opposition to any candidate or any political party in any election.

Penalty for Violation.

(c) Any person who knowingly violates any provision of this section shall be guilty of a felony and, upon conviction, shall be fined not more than \$1,000 or imprisoned for not more than one year, or both. The provisions of this section shall be in addition to, and not in substitution for, any other provisions of law, or of this joint resolution.

Political Activity of Persons in Administrative or Supervisory Capacity Prohibited.

Sec. 24. (a) It shall be unlawful for any person employed in any administrative or supervisory capacity by any agency of the Federal Government, whose compensation or any part thereof is paid from funds authorized or appropriated by this joint resolution, to use his official authority or influence for the purpose of interfering with an election or affecting the results thereof. While such persons shall retain the right to vote as they please and to express privately their opinions on all political subjects, they shall take no active part, directly or indirectly, in political management or in political campaigns or in political conventions.

Persons Violating This Section To Be Removed.

(b) Any person violating the provisions of this section shall be immediately removed from the position or office held by him, and thereafter no part of the funds appropriated by this joint resolution shall be used to pay the compensation of such person. The provisions of this section shall be in addition to, and not in substitution for, any other provisions of existing law, or of this joint resolution.

Compensation to Candidates for Public Offices Prohibited.

Sec. 25. No part of any appropriation in this joint resolution shall be used to pay the salary or expenses of any person in a supervisory or administrative position who is a candidate for any State, district, county, or municipal office (such office requiring full time of such person and to which office a salary or per diem attaches), in any primary, general, or special election, or who is serving as a campaign manager or assistant thereto for any such candidate.

Report to Congress.

Sec. 26. Reports of the operations under the appropriations in this joint resolution and the appropriations in the Emergency Relief Appropriation Act,

Fiscal year 1942, including a statement of the expenditures made and obligations incurred by classes of projects and amounts, shall be submitted to Congress by the President on or before the 31st of January in each of the next two regular sessions of Congress.

Sec. 27. No funds appropriated in this joint resolution, whether administered by the Federal Government or by the States or local governmental agencies from funds contributed in whole or in part by the Federal Government, shall be used by any Federal, State, or other agency to purchase, establish, relocate, or expand mills, factories, stores, or plants which would manufacture, handle, process, or produce for sale articles, commodities, or products (other than those derived from the first processing of sweet potatoes and naval stores products) in competition with existing industries.

Competition
With Existing
Industries.

Sec. 28. None of the funds appropriated by this joint resolution shall be used for the manufacture, purchase, or construction of any naval vessel, any armament, munitions, or implement of war, for military or naval forces, and no funds herein appropriated or authorized shall be diverted or allocated to any other department or bureau for such purpose.

Funds Not
Available for
Certain Mili-
tary or Naval
Purposes.

Sec. 29. No part of the funds made available in this joint resolution shall be loaned or granted, except pursuant to an obligation incurred prior to the date of the enactment of this joint resolution, to any State, or any of its political subdivisions or agencies, for the purpose of carrying out or assisting in carrying out any program or project of constructing, rebuilding, repairing, or replanning its penal or reformatory institutions, unless the President shall find that the projects to be financed with such loan or grant will not cause or promote competition of the products of convict labor with the products of free labor.

Penal or
Reformatory
Institutions.

Sec. 30. Any Administrator or other officer named to have general supervision at the seat of government over the program and work contemplated under the appropriations contained in this joint resolution and receiving a salary of \$5,000 or more per annum from such appropriations, and any State or regional administrator receiving a salary of \$5,000 or more per annum from such appropriations (except persons now serving as such under other law) shall be appointed by the President, by and with the advice and consent of the Senate: Provided, That the provisions of section 1761 of the Revised Statutes shall not apply to any such appointee and the salary of any person so appointed shall not be increased for a period of six months after confirmation.

Senate Con-
firmation of
Certain
Appointments.

Sec. 31. The provisions of section 501 of the Third Supplemental National Defense Appropriation Act, 1942 (Public Law 353, Seventy-seventh Congress), approved December 17, 1941, shall be applicable to appropriations under the Emergency Relief Appropriation Act of 1939 (53 Stat. 927), which lapse for expenditure purposes on June 30, 1942, and there shall be transferred to the "Emergency relief liquidation fund" from appropriations under the Emergency Relief Appropriation Act of 1939 sufficient amounts to meet unliquidated obligations incurred thereunder: Provided, That claims certified for payment by the Comptroller General of the United States, chargeable to the "Emergency relief liquidation fund", shall be paid without regard to project allocations.

Emergency
Relief
Liquidation
Fund.

Sec. 32. The Work Projects Administration shall continue to maintain in each State an Office of State Administrator for such State.

Retention of
State Adminis-
trator's
Office.

Sec. 33. Not to exceed \$225,000 of the funds made available in this joint resolution shall be used for personal services in not to exceed three regional offices of the Work Projects Administration.

Limitation
on Regional
Offices.

Appropriation
Effective
July 1, 1942.
Obligations
Incurred in
Anticipation
of Appropria-
tion Ratified.

Sec. 34. The appropriations and authority with respect to appropriations contained herein shall be available from and including July 1, 1942, for the purposes respectively provided in such appropriations and authority. All obligations incurred during the period between June 30, 1942, and the date of the enactment of this joint resolution in anticipation of such appropriations and authority are hereby ratified and confirmed if in accordance with the terms thereof.

Approved July 2, 1942

Appendix C

WORK PROJECTS ADMINISTRATION—GENERAL ORDERS

FEDERAL WORKS AGENCY,
WORK PROJECTS ADMINISTRATION.

General Order No. 1

By virtue of and pursuant to the authority vested in me by the provisions of subsection (a) of section 15 of the Emergency Relief Appropriation Act of 1939, approved June 30, 1939, (Public Resolution No. 24—76th Congress) I hereby establish the following schedule of monthly earnings.

This schedule of monthly earnings applicable to any county shall be based upon the 1930 population of the largest municipality within the county, in accordance with the following schedule: except that the schedule of monthly earnings applicable to counties in which the 1930 population of the largest municipality was 100,000 or more shall be applicable to the entire area included within the following metropolitan districts as such districts are defined by the Fifteenth Census of the United States—1930: Baltimore; Boston; Buffalo—Niagara; Chicago; Cincinnati; Cleveland; Detroit; Kansas City, Kansas—Kansas City, Missouri; Los Angeles; Milwaukee; Minneapolis—St. Paul; New York City—Northeastern New Jersey; Philadelphia; Pittsburgh; Providence, Rhode Island—Fall River—New Bedford, Massachusetts; St. Louis; San Francisco—Oakland; Scranton—Wilkes Barre; Washington, D. C.

SCHEDULE OF MONTHLY EARNINGS

Area—	Wage class				
	Unskilled "B"	Unskilled "A"	Inter- mediate	Skilled	Profes- sional and technical
Counties in which the 1930 population of the largest municipality was:					
Wage Region I					
100,000 and over-----	\$52.00	\$57.20	\$68.90	\$89.70	\$94.90
25,000 to 100,000-----	48.10	52.00	62.40	81.90	84.50
5,000 to 25,000-----	42.90	48.10	57.20	74.10	76.70
Under 5,000-----	39.00	42.90	52.00	67.60	68.90
Wage Region II					
100,000 and over-----	52.00	57.20	68.90	89.70	94.90
25,000 to 100,000-----	48.10	52.00	62.40	81.90	84.50
5,000 to 25,000-----	46.80	50.70	61.10	79.30	81.90
Under 5,000-----	44.20	49.40	59.80	76.70	78.00
Wage Region III					
100,000 and over-----	46.80	50.70	61.10	79.30	81.90
25,000 to 100,000-----	42.90	48.10	57.20	74.10	75.40
5,000 to 25,000-----	36.40	40.30	48.10	62.40	65.00
Under 5,000-----	31.20	35.10	42.90	54.60	55.90

Wage Region I includes: Connecticut, Delaware, District of Columbia, Illinois, Indiana, Iowa, Maine, Maryland, Kansas, Massachusetts, Michigan, Minnesota, Missouri, Nebraska, New Hampshire, New Jersey, New York, North Dakota, Ohio, Pennsylvania, Rhode Island, South Dakota, Vermont, West Virginia, Wisconsin.

Wage Region II includes: Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming.

Wage Region III includes: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia.

Certified Trainees Assigned to Household Workers Training Projects.—The monthly earnings applicable to this class of work shall be 50 percent of the schedule of monthly earnings applicable to the Unskilled "B" wage class in the locality in which the Household Workers Training Project is being operated.

TERRITORIES AND ISLAND POSSESSIONS

	Unskilled "B"	Unskilled "A"	Inter- mediate	Skilled	Profes- sional and technical
Alaska -----	\$52.00	\$57.20	\$68.90	\$89.70	\$94.90
Puerto Rico -----	19.50	22.10	27.30	35.10	36.40
Virgin Islands -----	19.50	22.10	27.30	35.10	36.40
Hawaii:					
All islands except Oahu ---	36.40	40.30	48.10	62.40	65.00
Island of Oahu -----	42.90	48.10	57.20	74.10	75.40

Except as otherwise provided by regulations of the Work Projects Administration, the earnings of all persons engaged upon projects financed in whole or in part from funds appropriated by the Emergency Relief Appropriation Act of 1939 to the Work Projects Administration or prior Emergency Relief Appropriation Acts shall be on a monthly basis in accordance with the Schedule of Monthly Earnings established by this General Order.

The earnings of persons engaged upon such projects shall differ according to the various classes of work, namely, Unskilled "B", Unskilled "A", Intermediate, Skilled, and Professional and Technical, as prescribed in the Schedule of Monthly Earnings.

The Schedule of Monthly Earnings prescribed herein shall become effective September 1, 1939. Payment for work performed prior to September 1, 1939, shall be paid in accordance with the Schedule of Monthly Earnings in effect prior to that date. Payment for work performed subsequent to August 31, 1939, shall be in accordance with the Schedule of Monthly Earnings set forth herein.

This General Order shall supersede and rescind Administrative Order No. 67 of the Works Progress Administration dated April 11, 1939, and shall rescind on the effective date of this General Order all adjustments to the Schedule of Monthly Earnings which have been authorized on the basis of contiguity, redefinition of regions, adjustments within the range of 10 percent, and specified adjustments for individual projects.

F. C. HARRINGTON,
Commissioner of Work Projects.

Approved August 15, 1939
Effective Date September 1, 1939

FEDERAL WORKS AGENCY,
WORK PROJECTS ADMINISTRATION.

General Order No. 1, Amendment No. 1

By virtue of and pursuant to the authority vested in me by the provisions of subsection (a) of section 14 of the Emergency Relief Appropriation Act, fiscal year 1941, approved June 26, 1940, (Public Resolution No. 88—76th Congress) I hereby prescribe that the monthly earning schedule established in General Order No. 1, dated August 15, 1939, shall continue in effect, together with all general wage adjustments which have been properly authorized.

All rules and regulations issued under the Emergency Relief Appropriation Act of 1939 and prior Emergency Relief Appropriation Acts shall be continued in effect until superseded or rescinded and unless otherwise in conflict with law. Each State Administrator shall issue a blanket order continuing the rates currently in effect.



F. C. HARRINGTON,
Commissioner of Work Projects.

Approved July 1, 1940

Effective Date July 1, 1940

FEDERAL WORKS AGENCY,
WORK PROJECT ADMINISTRATION.

General Order No. 1, Amendment No. 2

By virtue of and pursuant to the authority vested in me by the provisions of subsection (a) of section 14 of the Emergency Relief Appropriation Act, fiscal year 1941, approved June 26, 1940 (Public Resolution No. 88—76th Congress) I hereby prescribe that the monthly earning schedule established in General Order No. 1, dated August 15, 1939, shall continue in effect, together with all general wage adjustments which have been properly authorized; provided that the schedule of monthly earnings applicable to any county shall be based upon the 1940 population of the largest municipality within the county, except that the schedule of monthly earnings applicable to counties in which the 1930 population of the largest municipality was 100,000 or more shall be applicable to the entire area included within the following metropolitan districts as such districts are defined by the Fifteenth Census of the United States—1930: Baltimore; Boston; Buffalo—Niagara; Chicago; Cincinnati; Cleveland; Detroit; Kansas City, Kansas—Kansas City, Missouri; Los Angeles; Milwaukee; Minneapolis—St. Paul; New York City—Northeastern New Jersey; Philadelphia; Pittsburgh; Providence, Rhode Island—Fall River—New Bedford, Massachusetts; St. Louis; San Francisco—Oakland; Scranton—Wilkes-Barre; Washington, D. C.

Each State Administrator shall issue a State Administrator's Order establishing the schedule applicable to the several counties in each State in accordance with the provisions of this amendment.



HOWARD O. HUNTER,

Acting Commissioner of Work Projects.

Approved February 17, 1941

Effective beginning with pay roll
periods on and after March 1, 1941

Revised

FEDERAL WORKS AGENCY,
WORK PROJECTS ADMINISTRATION.

General Order No. 2, Revised August 16, 1942

By virtue of and pursuant to the authority vested in me, I hereby establish the following appointive compensation schedule (ACS) for such appointive positions in the Regional Offices and the State Work Projects Administrations as shall be classified in accordance with the rules and regulations of the Work Projects Administration.

ACS grades	Salary steps						
	1	2	3	4	5	6	7
1 -----	\$960	\$1,020	\$1,080	\$1,140	\$1,200	-----	-----
2 -----	1,080	1,140	1,200	1,260	1,320	-----	-----
3 -----	1,260	1,320	1,380	1,440	1,500	\$1,560	\$1,620
4 -----	1,440	1,500	1,560	1,620	1,680	1,740	1,800
5 -----	1,620	1,680	1,740	1,800	1,860	1,920	1,980
6 -----	1,800	1,860	1,920	1,980	2,040	2,100	2,160
7 -----	2,000	2,100	2,200	2,300	2,400	2,500	2,600
8 -----	2,300	2,400	2,500	2,600	2,700	2,800	2,900
9 -----	2,600	2,700	2,800	2,900	3,000	3,100	3,200
10 -----	2,900	3,000	3,100	3,200	3,300	3,400	3,500
11 -----	3,200	3,300	3,400	3,500	3,600	3,700	3,800
12 -----	3,500	3,600	3,700	3,800	3,900	4,000	4,100
13 -----	3,800	4,000	4,200	4,400	4,600	-----	-----
14 -----	4,600	4,800	5,000	5,200	5,400	-----	-----
15 -----	5,600	5,800	6,000	6,200	6,400	-----	-----

The above schedule shall apply to all State Administrations, Regional Offices, the Territory of Hawaii, and the Territory of Puerto Rico.

General Order No. 2, Revised, approved April 15, 1942, is superseded and rescinded, effective August 16, 1942.

PHILIP B. FLEMING,
Brigadier General, U. S. A.
Acting Commissioner of Work Projects.

Approved August 4, 1942
Effective Date August 16, 1942

Revised

FEDERAL WORKS AGENCY,
WORK PROJECTS ADMINISTRATION.

General Order No. 3, Revised June 12, 1942

By virtue of and pursuant to the authority vested in me by the provisions of subsection (c) of section 12 of the Emergency Relief Appropriation Act, fiscal year 1942, approved July 1, 1941 (Public Law No. 143—77th Congress), I hereby designate the following employees to administer oaths as specified, which oaths shall be administered without charge or fee.

<i>Type of oath</i>	<i>Designation</i>	<i>Authorized personnel</i>
All documents required in the administration of the Work Projects Administration	1	State Administrator
	2	State Director of Finance
	3	Assistant State Director of Finance
All documents in connection with compensation claims, property damage and personal injury claims, claims for amounts due deceased or incompetent employees, and employees' claims for pay checks or proceeds thereof, including claim forms and travel vouchers for injured employees	4	State Compensation Officer
	5	Claim Examiners
	6	Field Investigators of the Compensation Office
	7	District Finance Officers
	8	Area Finance Officers and Area Project Examiners
	9	All Timekeepers and Project Finance Officers
Sworn testimony of witnesses	10	Director, Division of Investigation
	11	Assistant Director, Division of Investigation
	12	Field Agents in Charge, Division of Investigation
	13	Special Field Agents, Division of Investigation
Women claiming preference as widows of veterans	14	All administrative personnel in the Division of Employment
Citizenship and Allegiance Affidavit, WPA Form 610, and Oath of Allegiance, WPA Form 607	15	All administrative personnel in the Division of Employment
	16	Administrative employees in charge of administrative personnel
	17	Administrative employees of the Division of Finance
	18	All timekeepers and Project Finance Officers
	19	All Project Employment Officers

The following shall be placed beneath the signature of the person subscribing to the oath administered by an employee designated above:

Subscribed and sworn to before me, an employee of the Work Projects Administration, designated to administer oaths by Designation _____ of General Order No. 3, Revised June 12, 1942, of the Work Projects Administration.

Signed _____

I hereby designate the following employees of the Work Projects Administration to administer oaths required on travel vouchers: Division of Investigation, secretary to the Field Agent in charge of each field office of the Division; State Administrative Section, State Administrative Officer; Division of Finance, Chief of Voucher Section, Chief of Travel Voucher Unit, District Finance Officer, Area Finance Officer, Area Project Examiner; Division of Operations, secretary to State Director of Operations, secretary to District Director of Operations, Area Engineers, Field Supply Supervisor; Service Division, secretary to State Director of Service Division, secretary to District Director of Service Division, district section chiefs; Division of Employment, secretary to State Director of Employment, secretary to District Employment Officer; and Division of Training and Reemployment, secretary to the State Director of Training and Reemployment, secretary to District Director of Training and Reemployment.

No person authorized to administer oaths shall act as administering officer to an affidavit required to be completed by himself. Authorizations to administer oaths which heretofore have been issued by the Administrator of the Federal Works Agency shall remain in full force and effect.

All oaths shall be subscribed to in the presence of the employee administering the oath.

General Order No. 3, Revised, approved April 11, 1941, is superseded and rescinded effective June 12, 1942.

F. H. DRYDEN,
Acting Commissioner of Work Projects.

Approved June 12, 1942
Effective Date June 12, 1942

Approved:

PHILIP B. FLEMING,
Administrator of Federal Works Agency.

Revised

FEDERAL WORKS AGENCY,
WORK PROJECTS ADMINISTRATION.

General Order No. 4

By virtue of and pursuant to the authority vested in me by the provisions of section 9 of the Emergency Relief Appropriation Act, fiscal year 1942, approved July 1, 1941, I hereby establish the following schedule of monthly earnings.

This schedule of monthly earnings applicable to any county shall be based upon the 1940 population of the largest municipality within the county, in accordance with the following schedule: except that the schedule of monthly earnings applicable to counties in which the 1940 population of the largest municipality was 100,000 or more shall be applicable to the entire area included within the following metropolitan districts as such districts are defined by the Sixteenth Census of the United States—1940: Baltimore; Boston; Buffalo—Niagara; Chicago; Cincinnati; Cleveland; Detroit; Hartford—New Britain; Houston; Kansas City, Kansas—Kansas City, Missouri; Los Angeles; Milwaukee; Minneapolis—St. Paul; New Orleans; New York—Northeastern New Jersey; Philadelphia; Pittsburgh; Providence; St. Louis; San Francisco—Oakland; Scranton—Wilkes-Barre; Washington, D. C.

SCHEDULE OF MONTHLY EARNINGS

Area—	Wage class				
	Unskilled "B"	Unskilled "A"	Inter- mediate	Skilled	Profes- sional and technical
Counties in which the 1940 population of the largest municipality was:					
Wage Region I					
100,000 and over -----	\$52.00	\$57.20	\$68.90	\$89.70	\$94.90
25,000 to 100,000 -----	48.10	52.00	62.40	81.90	84.50
5,000 to 25,000 -----	42.90	48.10	57.20	74.10	76.70
Under 5,000 -----	39.00	42.90	52.00	67.60	68.90
Wage Region II					
100,000 and over -----	52.00	57.20	68.90	89.70	94.90
25,000 to 100,000 -----	48.10	52.00	62.40	81.90	84.50
5,000 to 25,000 -----	46.80	50.70	61.10	79.30	81.90
Under 5,000 -----	44.20	49.40	59.80	76.70	78.00
Wage Region III					
100,000 and over -----	46.80	50.70	61.10	79.30	81.90
25,000 to 100,000 -----	42.90	48.10	57.20	74.10	75.40
5,000 to 25,000 -----	36.40	40.30	48.10	62.40	65.00
Under 5,000 -----	31.20	35.10	42.90	54.60	55.90

Wage Region I Includes: Connecticut, Delaware, District of Columbia, Illinois, Indiana, Iowa, Maine, Maryland, Kansas, Massachusetts, Michigan, Minnesota, Missouri, Nebraska, New Hampshire, New Jersey, New York, North Dakota, Ohio, Pennsylvania, Rhode Island, South Dakota, Vermont, West Virginia, Wisconsin.

Wage Region II includes: Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming.

Wage Region III includes: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia.

Certified Trainees Assigned to Household Workers Training Projects.—The monthly earnings applicable to this class of work shall be 50 percent of the schedule of monthly earnings applicable to the Unskilled "B" wage class in the locality in which the Household Workers Training Project is being operated.

TERRITORIES AND ISLAND POSSESSIONS

	Unskilled "B"	Unskilled "A"	Inter- mediate	Skilled	Profes- sional and technical
Alaska-----	\$52.00	\$57.20	\$68.90	\$89.70	\$94.90
Puerto Rico-----	19.50	22.10	27.30	45.50	52.00
Virgin Islands:					
St. Thomas and St. John----	19.50	22.10	27.30	45.50	52.00
St. Croix-----	14.30	16.50	22.10	35.10	36.40
Hawaii:					
All islands except Oahu----	36.40	40.30	48.10	62.40	65.00
Island of Oahu-----	42.90	48.10	57.20	74.10	75.40

Except as otherwise provided by regulations of the Work Projects Administration, the earnings of all persons engaged upon projects financed in whole or in part from funds appropriated by the Emergency Relief Appropriation Act, fiscal year 1942, to the Work Projects Administration or prior Emergency Relief Appropriation Acts shall be on a monthly basis in accordance with the Schedule of Monthly Earnings established by this General Order or general adjustments hereto which may be authorized by the Commissioner of Work Projects. All general wage adjustments to General Order No. 1 previously authorized and in effect on June 30, 1941 shall continue in effect as general adjustments to this order.

The earnings of persons engaged upon such projects shall differ according to the various classes of work, namely, Unskilled "B", Unskilled "A", Intermediate, Skilled, and Professional and Technical, as prescribed in the Schedule of Monthly Earnings.

The Schedule of Monthly Earnings prescribed herein shall become effective beginning with pay roll periods on and after July 1, 1941. Payment for work performed during pay roll periods beginning prior to July 1 shall be in accordance with the Schedule of Monthly Earnings in effect prior to the effective date of this General Order.

General Order No. 1 and Amendments thereto are superseded and rescinded.

HOWARD O. HUNTER,
Commissioner of Work Projects.

Approved July 1, 1941

Effective beginning with pay roll
periods on and after July 1, 1941

Approved: •

JOHN M. CARMODY.
Federal Works Administrator.

FEDERAL WORKS AGENCY,
WORK PROJECTS ADMINISTRATION.

General Order No. 5

In accordance with the provisions of the Emergency Relief Appropriation Act, fiscal year 1942, approved July 1, 1941, all rules and regulations in effect on June 30, 1941, issued under the Emergency Relief Appropriation Act, fiscal year 1941, and previous Emergency Relief Appropriation Acts, shall continue in effect until superseded or rescinded and unless otherwise in conflict with law.

HOWARD O. HUNTER,
Commissioner of Work Projects.

Approved July 1, 1941
Effective July 1, 1941

Added

FEDERAL WORKS AGENCY,
WORK PROJECTS ADMINISTRATION.

General Order No. 5, Supplement No. 1

In accordance with the provisions of the Emergency Relief Appropriation Act, fiscal year 1943, approved July 2, 1942, all rules and regulations in effect on June 30, 1942, issued under the Emergency Relief Appropriation Act, fiscal year 1942, and previous Emergency Relief Appropriation Acts, shall continue in effect until superseded or rescinded and unless otherwise in conflict with law.

F. H. DRYDEN,
Acting Commissioner of Work Projects.

Approved July 1, 1942
Effective July 1, 1942

Added

FEDERAL WORKS AGENCY,
WORK PROJECTS ADMINISTRATION.

General Order No. 4, Amendment No. 1

By virtue of and pursuant to the authority vested in the Commissioner of Work Projects by the Emergency Relief Appropriation Act, fiscal year 1942, approved July 1, 1941, the following amendment to General Order No. 4, approved July 1, 1941, adjusting the schedule of monthly earnings for each of the classes of work is hereby authorized, effective November 1, 1941.

The schedule of monthly earnings set forth in General Order No. 4 as adjusted by general wage adjustments which remain in effect on November 1, 1941, and by special wage adjustments authorized for individual projects which are in effect on November 1, 1941, is hereby amended to provide for increases in the amounts indicated hereinafter for all project employees assigned to work on projects in each of the wage classes within the continental United States.

Unskilled "B"	\$5.20	Skilled	\$5.20
Unskilled "A"	5.20	Professional and Technical	3.90
Intermediate	5.20		

Wage increases authorized herein shall not be applicable to project employees assigned to work on certified national defense projects authorized to work in excess of 130 hours per month where earnings have been increased in proportion to the increase in hours of work.

HOWARD O. HUNTER,
Commissioner of Work Projects.

Approved October 15, 1941

*Effective date November 1,
1941, for all pay rolls be-
ginning on or after such date*

Approved:

JOHN N. EDY,
Acting Administrator
Federal Works Agency

Added

FEDERAL WORKS AGENCY.
WORK PROJECTS ADMINISTRATION.

General Order No. 4, Amendment No. 2

By virtue of and pursuant to the authority vested in the Commissioner of Work Projects by the Emergency Relief Appropriation Act, fiscal year 1942, approved July 1, 1941, the following amendment to General Order No. 4, approved July 1, 1941, adjusting the schedule of monthly earnings for Puerto Rico and the Virgin Islands is hereby authorized effective February 1, 1942.

Effective with all pay roll periods beginning on and after February 1, 1942, the schedule of monthly earnings for Puerto Rico and the Virgin Islands, set forth in General Order No. 4, shall be adjusted as follows:

	Unskilled "B"	Unskilled "A"	Inter- mediate	Skilled	Profes- sional and technical
Puerto Rico -----	\$19.50	\$22.10	\$35.10	\$45.50	\$52.00
Virgin Islands:					
St. Thomas and St. John ----	19.50	22.10	35.10	45.50	52.00
St. Croix -----	14.30	16.90	22.10	35.10	36.40

HOWARD O. HUNTER,
Commissioner of Works Projects.

Approved January 26, 1942

*Effective date February 1,
1942, for all pay rolls
beginning on or after such
date.*

Approved:

BAIRD SNYDER 3d,
Acting Federal Works Administrator

Added

Appendix D

FEDERAL WORKS AGENCY—GENERAL ORDERS

Regulations Governing the Release of Official Documents and the Disclosure of Official Information

FEDERAL WORKS AGENCY,
OFFICE OF THE ADMINISTRATOR,
Washington, January 2, 1940.

General Order No. 1, Amended.

To the Commissioners of Work Projects Administration, Public Works Administration, Public Roads Administration, Public Buildings Administration, and the Administrator of United States Housing Authority:

Pursuant to authority conferred upon me by law, the following regulations are hereby prescribed and shall govern the release of official documents and the disclosure of official information in possession of the Federal Works Agency and each of its constituent units:

1. No record, claim, account, document or other official instrument in writing, or any exhibit attached or pertaining thereto, shall be withdrawn from the files of the Federal Works Agency or of any of its constituent units by, or be furnished to, any person who is not an official or employee thereof, unless such instrument or exhibit shall have been received by such Agency or unit for review or approval and return to the correspondent or transmission elsewhere.

2. No copy of, or information relative to, any such instrument or exhibit or to any other official business of the Federal Works Agency or any of its constituent units which is of a confidential nature, shall be given to any person unless (a) such person obtains an order of a court therefor, entered in pending litigation, or makes application therefor in the manner hereinafter prescribed in this paragraph, and (b) it appears to the Federal Works Administrator or the Commissioner or Administrator of a constituent unit having charge of the subject matter to which such copy or information relates or to their authorized representatives that the furnishing thereof would not be inimical to the public interest. The application mentioned above shall be addressed to the Federal Works Administrator or to the Commissioner or Administrator of a constituent unit thereof and must set forth under oath the interest of the applicant in the subject matter and the purpose for which such copy or information is desired. Applications made hereunder by duly accredited officials of any State or political subdivision thereof need not be under oath.

3. Officers and employees of the Federal Works Agency and its constituent units are prohibited from testifying in court or otherwise, with respect to information obtained as a result of their official capacities, without the prior approval of the Federal Works Administrator or the Commissioner or Administrator of a constituent unit in which such officer or employee is employed or by their authorized representatives. An affidavit, by the litigant or his attorney, setting forth the interest of the litigant and the information with respect to which the testimony of such officer or employee is desired shall be submitted before

permission to testify will be granted. Permission to testify will, in all cases, be limited to the subject matter set forth in the affidavit, or to such portions thereof as may be deemed proper. Whenever an official or employee is served with a subpoena or other process he shall immediately notify the Federal Works Administrator or the Commissioner or Administrator of any constituent unit, or their authorized representatives, furnishing at the same time such information as may be available as to the nature of the litigation and the character of the testimony or documents called for by the subpoena or other process.

4. A reasonable fee may be charged for furnishing copies of instruments or exhibits, or information.

5. These regulations shall not be applicable to official requests of other Federal agencies or officers thereof acting in their official capacities, unless it appears that compliance therewith would be in violation of law, or inimical to the public interest. Cases of doubt should be referred for decision to the Federal Works Administrator.

6. The provisions of these regulations may be waived in proper cases by the Federal Works Administrator.

7. This order supersedes General Order No. 1, dated August 15, 1939.

JOHN M. CARMODY,
Federal Works Administrator.

FEDERAL WORKS AGENCY,
OFFICE OF THE ADMINISTRATOR,
Washington, November 15, 1939.

General Order No. 2

Subject: Designation of Authority

John N. Edy, Executive Assistant, is hereby authorized and designated to perform the following functions for the Office of the Administrator, Federal Works Agency:

To approve and certify for payment all vouchers payable from funds appropriated or made available for administrative expenses;

To examine and approve administratively accounts as required by sections 12 and 22 of the act of July 31, 1894, (28 Stat. 209-211) before their transmission to the General Accounting Office for final settlement;

To sign and approve requisitions for advances of funds from the Treasury to the accounts of the disbursing officers;

To certify with respect to vouchers including charges for long-distance telephone tolls that the use of the telephone in such instances was necessary in the interest of the Government, as required by section 4 of the Interior Department Appropriation Act, 1940;

To certify to the Civil Service Commission as to the correctness of retirement records and accounts of the personnel of the Administrator's office;

To approve and sign Procurement Division purchase authorizations issued in connection with the ordering of equipment and supplies;

To authorize travel, sign travel orders, and issue transportation requests, and to approve applications for advances of funds under the Subsistence Expense Act of 1926.

JOHN M. CARMODY,
Administrator.

FEDERAL WORKS AGENCY,
OFFICE OF THE ADMINISTRATOR,
Washington, November 17, 1939.

General Order No. 3

To the Commissioners of Work Projects Administration, Public Works Administration, Public Roads Administration, Public Buildings Administration, and the Administrator of United States Housing Authority:

Effective immediately the Exhibits Sections of the Information Divisions of Work Projects Administration, Public Roads Administration, and United States Housing Authority are hereby consolidated into the Exhibits Section, Division of Information, Federal Works Agency, with the following exceptions:

Each agency affected may elect to retain in its own employment a chief of exhibit work, to plan and direct the exhibit work of such agency and to serve as a liaison officer with the Exhibits Section of the FWA Information Division.

A central exhibit workshop will be established in the space now occupied by the Exhibits Section of U. S. Housing Authority at 1111 Eighteenth Street, N. W., and the present exhibit materials, supplies, and equipment of WPA, USHA and Public Roads will be transferred to the central workshop.

Disposition of personnel involved in this consolidation and of funds available for the consolidated exhibits section will be the subject of a later memorandum.

Completed models, exhibits, posters and all other exhibits will remain the property of the agency now holding title to these exhibits.

JOHN M. CARMODY,
Administrator.

Program for the Consolidation of Exhibits Facilities
Information Division
Federal Works Agency

1. The Exhibits Section of the Information Division of the Federal Works Agency shall be under the direction of a Chief of Exhibits and Displays who shall be responsible to the Director of the Division.

2. The Section shall consist of the combined facilities of the member agencies—staffs, tools, supplies, completed exhibits and exhibits now under construction, all to be housed in the building at 1111 Eighteenth Street, N. W., heretofore used only as the offices and shop of the Exhibits Section of USHA.

The Exhibits Section shall be technically equipped to work in any of the media suitable for displaying the functions and objectives of each member agency and the Federal Works Agency as a whole, as well as to serve as the art section responsible for design and layout of booklets, posters, etc., needed by other sections of the Information Service.

3. On or before January 1, 1940, the total personnel shall have been reduced to the minimum necessary for properly designing, constructing, shipping and maintaining the exhibits now ordered or scheduled, with proper allowance for emergency requests which cannot be specifically anticipated.

4. Wherever possible, every FWA exhibit shall present the pertinent story of each member agency with the minimum regard to any proportioning factor except the relative importance of each agency in the field with which the exhibit is concerned.

5. Each member agency shall designate a person or committee whose function shall be to serve as liaison with the Chief of Exhibits, Federal Works Agency. Each member agency shall be responsible for the entire content of its exhibits and for the content of those portions of FWA exhibits which pertain to that agency. Final approval of the design and content of each exhibit shall be made before an exhibit is officially displayed.

6. The first duty of the Section shall be to complete and install all exhibits for which commitments have been made by the member agencies. It shall also be required to add as much as possible of the whole FWA story as is pertinent to the conference or group for which the scheduled display is intended.

7. Exhibits of the Federal Works Agency shall fall into two groups—General and Specific. General Exhibits shall be reports to the taxpayers as a whole, and shall inform them of the broad intent and achievements of the FWA. General Exhibits shall be displayed in public buildings, parks, etc. Specific Exhibits shall be prepared for professional and technical groups, and others interested in specific phases of the FWA work and program.

8. Authorization for preparation or placement of an exhibit relating entirely to a single agency shall originate in that agency and the exhibits representative of that agency shall supervise its preparation, working with the cooperation of the Section Chief.

9. Authorization to the Section Chief for preparation or placement of a general FWA exhibit shall originate with or be secured from the FWA Information Director. It shall then become the responsibility of the Section Chief to work with the proper liaison in the member agencies, all final approval of content to be secured from the FWA Information Director after first clearing with the liaison.

10. The Section Chief shall be authorized to contract for art work and/or construction with private persons or corporations, or with other Government exhibits agencies, if the burden of extra work exceeds the capacities of the permanent facilities.

11. The Section Chief shall be authorized to accept work for other agencies and U. S. Commissions for World Fairs duly established by Congress if such acceptance can be proved to be in the best interests of the Federal Works Agency and the Government of the United States. Such outside work shall not be contracted for if it entails any sacrifice of regularly scheduled or approved exhibits of the Federal Works Agency and its components.

12. The Section Chief shall be authorized to represent the Information Director on committees of one or more Federal agencies in the preparation of special reports, designs, etc., connected with joint exhibits or national or international expositions.

13. The Section Chief shall be authorized to purchase materials, magazines, etc., needed to keep him and his staff informed on developments and progress in related fields, and to carry out research and experiments in methods, materials and processes leading to the improvement of displays and display work. Subscriptions to magazines and books purchased or on order for exhibits sections of member agencies shall be transferred to the consolidated section except where such a transfer will deprive other divisions of the member agency of access to publications necessary to their work.

14. All cost accounting shall be conducted by the properly constituted agency of FWA and shall be so arranged as to place the minimum burden upon the administrative staff of the Section. All authorization of expenditure by contract or otherwise herein expressed shall be subject to the limitations of established budgetary practice.

15. Written and photographic reports and records of work in process and completed by the Section shall be presented to the Information Director monthly, or as often as the Director shall require.

FEDERAL WORKS AGENCY,
OFFICE OF THE ADMINISTRATOR,
Washington, December 27, 1939.

General Order No. 4

Subject: Rescission of paragraph 3 of General Circular No. 2 and procedure for operation of the consolidated photographic and exhibit activities of the member agencies of the Federal Works Agency.

1. Paragraph 3 of General Circular No. 2 is hereby rescinded.
2. The Division of Information, Federal Works Agency, shall do and perform all necessary photographic and photograph laboratory service for the Work Projects Administration, Public Works Administration, and the United States Housing Authority contemplated in the estimates of appropriations of such agencies for the fiscal year 1940, and shall do and perform all informational and publication photographic service for the Public Roads Administration and the Public Buildings Administration at the expense thereof as may be agreed upon.
3. By separate memoranda the funds estimated for the last eight months of the fiscal year 1940 for the Work Projects Administration, the Public Works Administration, the Public Roads Administration, and the United States Housing Authority are placed in reserve for this purpose, and the necessary personnel for both of the combined activities are detailed from the member agencies.
4. All negative files of the Work Projects Administration, the Public Works Administration, and the United States Housing Authority will be consolidated into the photographic laboratory, Division of Information, Federal Works Agency, and a print of each negative with the appropriate identification number will be furnished the agency concerned, for reference purposes and for ordering duplicates thereof.
5. Supplies, materials, travel and all other services, for the photographic and exhibit activities consolidated in the Office of the Administrator, except personal services, shall be purchased by the Office of the Administrator, Federal Works Agency, from funds allotted to it and at the end of each month each constituent agency shall be billed on Standard Form No. 1080 therefor in amount proportionate to the benefit to each constituent agency.
6. The heads of the photographic and exhibit activities consolidated in the Office of the Administrator, shall, not later than the fifth of each month, submit to the Chief Clerk a statement of the proportionate benefits—i.e., photographic or exhibit services rendered—to each constituent agency served, which statement will be the basis for the Chief Clerk's distribution of charges against the amounts reserved by authority of the Administrator's memorandum of December 27, 1939.
7. All work to be done in the exhibit shop, consolidated, shall be approved and scheduled by the Chief, Exhibit Section, Division of Information. Any conflicts in working schedules shall be cleared with the Director of Information, Federal Works Agency.

JOHN M. CARMODY,
Administrator.

FEDERAL WORKS AGENCY,
Washington, February 26, 1940.

General Order No. 5

Subject: Furniture and equipment

Effective immediately the Commissioner, Public Buildings Administration, is designated to control all furniture and equipment of the Federal Works Agency, both in the District of Columbia and in field offices, under such regulations as the Administrator may prescribe.

All constituent units will immediately furnish the Commissioner, Public Buildings Administration, with a list of all property and equipment now in use by the units and a list of all surplus furniture and equipment and its location. The Commissioner, Public Buildings Administration, will circularize all constituent units when such surplus lists are received by him, and where there is no further need for the furniture and equipment, he shall declare such property surplus to the needs of the Federal Works Agency and take such action as may be required.

All constituent units will determine if any surplus furniture and equipment is available to the Commissioner, Public Buildings Administration, prior to making any purchases of new furniture or equipment, and no purchases shall be made until such clearance is obtained from the Commissioner, Public Buildings Administration.

The Commissioner, Public Buildings Administration, may reassign surplus furniture and equipment as the needs arise.

No transfer of furniture and equipment from one location to another shall be made without clearance with the Commissioner, Public Buildings Administration.

The Commissioner, Public Buildings Administration, may designate a Property Officer to handle these matters for him. The other constituent units will notify the Commissioner, Public Buildings Administration, the name of the Property Custodian for each such unit.

JOHN M. CARMODY,
Administrator.

Appendix G

CODING SYSTEM FOR TELETYPE, TELEGRAM, AND RADIO COMMUNICATIONS

Code words shall be used for the following types of symbols, phrases, and amounts, in accordance with the coding given on the designated pages, 1.G.003 through 1.G.014.

<i>Code words for—</i>	<i>Page reference</i>
Appropriation symbols	Pages 1.G.003-1.G.009
Phrases frequently used	Page 1.G.011
Official project numbers of WPA-sponsored	
Federal Projects Nos. 1 through 6	Page 1.G.010
Amounts in dollars—\$50,000,000 to \$1,000,000	Page 1.G.012
Amounts in dollars—\$990,000 to \$10,000	Page 1.G.013
Amounts in dollars—\$9,900 to \$100	Page 1.G.014

Use of Code

In transmitting a message involving expressions for which code words are provided, the appropriate code words shall be substituted for the expressions that would normally be used.

Thus, in coding a message in which the words "Presidential Letter No." appear, the code word "Peach" would be used in substitution for the three words. This code word is obtained from page 1.G.011, which lists phrases frequently used.

Although Federal Projects Nos. 1 through 6 have been discontinued, insofar as their operation under Nation-wide WPA-sponsored projects are concerned, code words for these activities are included on page 1.G.010, as all financial transactions covering these Federal projects have not been liquidated. In coding a message concerning WPA-sponsored Federal Project No. 1 in which the words "Official Project No." (followed by the number of the project) appear, a single code word would be used in substitution therefor. Code words of this type are listed on page 1.G.010. For example, the code word "Vinca" denotes "WPA-sponsored Federal Project No. 1, O. P. 565-3-5, Survey of Historical Records."

In coding amounts in dollars which require the use of two or more code words, the word "plus" shall be placed between the code words used. A State Administrator wishing to advise the regional field representative or the Washington office that a transfer of \$50,600 from expenditure limitation 165000 to expenditure limitation 265000 is required, would prepare a code communication as follows:

"DECREASE NICOLITE INCREASE NICOTINE CROUP PLUS FACTS."

The receiver would decode the message as follows:

Decrease expenditure limitation 165000 (Nicolite) increase expenditure limitation 265000 (Nicotine) \$50,600 (Croup \$50,000 plus facts \$600).

Code Words for Standardized Telegrams

In addition to expressions occurring within communications, codewords have been assigned to certain types of messages which are transmitted frequently between offices of the Work Projects Administration. A standardized phraseology is used for interpreting the code word which identifies the type of message. A coded standardized telegram consists of the code word identifying the type of message, followed by the appropriate code words indicating appropriation symbols and amounts involved.

The five standardized messages and corresponding code words, together with examples of coded telegrams conveying the several types of messages, are contained on pages 1.G.015-1.G.017.

Code Words for Appropriation or Expenditure Limitation Symbols

<i>Appropriation or expenditure limitation symbol</i>	<i>Title</i>	<i>Code word</i>
065019	Emergency Relief, Works Progress Administration, Administrative Expense, 1935-1937	WOMBAT
065027	Emergency Relief, Works Progress Administration, Grants to States, 1935-1937	WOOLEN
065035	Emergency Relief, Works Progress Administration, Assistance for Educational, Professional, and Clerical Persons, 1935-1937	WOODS
065049	Emergency Relief, Works Progress Administration, National Youth Administration, Administrative Expense, 1935-1937	WOLVES
065057	Emergency Relief, Works Progress Administration, Grants to States for Flood Relief, etc., 1935-1937	WONDER
065069	Emergency Relief, Works Progress Administration, Work Relief Projects, 1935-1937	WORLD
065078	Emergency Relief, Works Progress Administration, Forestation, Prevention of Soil Erosion, 1935-1937	WORTHY
033019	Emergency Relief, Federal Emergency Relief Administration, Administrative Expense, 1935-1936	FEMUR
033029	Emergency Relief, Federal Emergency Relief Administration, 1935-1936	FENNEL
033059	Emergency Relief, Federal Emergency Relief Administration, Administrative Expense, 1936-1937	-----
033069	Emergency Relief, Federal Emergency Relief Administration, 1936-1937	-----
165021	Emergency Relief, Works Progress Administration, Highways, Roads, and Streets, 1936-1937	WIGAN
165022	Emergency Relief, Works Progress Administration, Public Buildings, 1936-1937	WISP
165023	Emergency Relief, Works Progress Administration, Parks and Recreational Facilities, 1936-1937	WIGHT
165024	Emergency Relief, Works Progress Administration, Public Utilities, etc., 1936-1937	WIGWAM
165025	Emergency Relief, Works Progress Administration, Flood Control and Other Conservation, 1936-1937	WINSOME
165026	Emergency Relief, Works Progress Administration, Assistance for Educational, Professional, and Clerical Persons, 1936-1937	WILLET

Note.—Where code word is not given, use correct description.

<i>Appropriation or expenditure limi- tation symbol</i>	<i>Title</i>	<i>Code word</i>
165027	Emergency Relief, Works Progress Administra- tion, Women's Projects, 1936-1937	WITNESS
165028	Emergency Relief, Works Progress Administra- tion, Miscellaneous Work Projects, 1936-1937	WIMPLE
165029	Emergency Relief, Works Progress Administra- tion, National Youth Administration (Non- Federal Projects), 1936-1937	WINCH
265010	Emergency Relief, Works Progress Administra- tion, Rural Rehabilitation, Loans and Relief to Farmers, etc., 1936-1937	WINDOW
265016	Emergency Relief, Works Progress Administra- tion, Assistance for Educational, Professional, and Clerical Persons, 1936-1937	WINTER
265019	Emergency Relief, Works Progress Administra- tion, National Youth Administration (Federal Projects), 1936-1937	WIZARD
265021	Emergency Relief, Works Progress Administra- tion, Highways, Roads, and Streets (Federal Projects), 1936-1937	WICKIUP
265022	Emergency Relief, Works Progress Administra- tion, Public Buildings (Federal Projects), 1936-1937	WIDGEON
265023	Emergency Relief, Works Progress Administra- tion, Parks and Recreational Facilities (Federal Projects), 1936-1937	WILDERNESS
265024	Emergency Relief, Works Progress Administra- tion, Public, Utilities, etc. (Federal Projects), 1936-1937	WINDMILL
265025	Emergency Relief, Works Progress Administra- tion, Flood Control and Other Conservation (Federal Projects), 1936-1937	WITHERS
265026	Emergency Relief, Works Progress Administra- tion, Assistance for Educational, Professional, and Clerical Persons, 1936-1937	WISTERIA
265027	Emergency Relief, Works Progress Administra- tion, Women's Projects (Federal Projects), 1936-1937	WISEACRE
265028	Emergency Relief, Works Progress Administra- tion, Miscellaneous Work Projects (Federal Projects), 1936-1937	WITWALL
365027	Emergency Relief, Works Progress Administra- tion (Non-Federal Projects Approved Prior to June 22, 1936), 1936-1937	WILLOW
65-06/8999	Emergency Relief, Works Progress Administra- tion, Administrative Expenses, 1936-1938	WICKER
465011	Emergency Relief, Works Progress Administra- tion, Highways, Roads, and Streets, 1938	WEB

<i>Appropriation or expenditure limi- tation symbol</i>	<i>Title</i>	<i>Code word</i>
465022	Emergency Relief, Works Progress Administration, Public Buildings, Parks, Utilities, Flood Control, etc., 1938	WEASEL
465033	Emergency Relief, Works Progress Administration, Assistance for Educational, Professional, and Clerical Persons, etc., 1938	WEATHER
465044	Emergency Relief, Works Progress Administration, National Youth Administration, 1938	WELCH
465800	Emergency Relief, Works Progress Administration (Non-Federal Projects Approved Prior to June 30, 1937), 1938	WELL
565011	Emergency Relief, Works Progress Administration, Highways, Roads, and Streets (Federal Projects), 1938	WEAPON
565022	Emergency Relief, Works Progress Administration, Public Buildings, Parks, Utilities, Flood Control, etc. (Federal Projects), 1938	WEAZEN
565033	Emergency Relief, Works Progress Administration, Assistance for Educational, Professional, and Clerical Persons, etc. (Federal Projects), 1938	WEAVE
565044	Emergency Relief, Works Progress Administration, National Youth Administration (Federal Projects), 1938	WELFARE
565800	Emergency Relief, Works Progress Administration (Federal Projects Approved Prior to June 30, 1937), 1938	WEDLOCK
565089	Emergency Relief, Works Progress Administration, Administrative Expense, General, 1938	WEDGE
565099	Emergency Relief, Works Progress Administration, Administrative Expense, Project Supervision, 1938	WEEP
026089	Emergency Relief, Employees' Compensation Fund, 1938	EMISSARY

1938 Act

Appropriation Account

658/9999	Emergency Relief, Works Progress Administration, 1938-1939	KAPPA
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Expenditure Accounts

665000	Emergency Relief, Works Progress Administration (Non-Federal Projects Approved Under Prior Emergency Relief Acts), 1938-1939	KABAYA
665001	Emergency Relief, Works Progress Administration, Highways, Roads, and Streets (Non-Federal Projects), 1938-1939	KADDISH

<i>Appropriation or expenditure limit- ation symbol</i>	<i>Title</i>	<i>Code word</i>
665002	Emergency Relief, Works Progress Administration, Public Buildings, Parks, Utilities, Flood Control, etc. (Non-Federal Projects), 1938-1939	KAFFIR
665003	Emergency Relief, Works Progress Administration, Assistance for Educational, Professional, and Clerical Persons, etc. (Non-Federal Projects), 1938-1939	KAGUAN
665005	Emergency Relief, Works Progress Administration, Aid to Self-Help and Cooperative Associations (Non-Federal Projects), 1938-1939	KAHUNA
665006	Emergency Relief, Works Progress Administration, Relief for Needy Persons (Non-Federal Projects), 1938-1939	KAMALA
765000	Emergency Relief, Works Progress Administration (Federal Nonconstruction Projects Approved Under Prior Emergency Relief Acts), 1938-1939	KALE
765001	Emergency Relief, Works Progress Administration, Highways, Roads, and Streets (Federal Nonconstruction Projects), 1938-1939	KAMIS
765002	Emergency Relief, Works Progress Administration, Public Buildings, Parks, Utilities, Flood Control, etc. (Federal Nonconstruction Projects), 1938-1939	KANGAROO
765003	Emergency Relief, Works Progress Administration, Assistance for Educational, Professional, and Clerical Persons, etc. (Federal Nonconstruction Projects), 1938-1939	KAPOK
765004	Emergency Relief, Works Progress Administration, Supply Fund, 1938-1939	KATIPO
765005	Emergency Relief, Works Progress Administration, Aid to Self-Help and Cooperative Associations (Federal Projects), 1938-1939	KARAKUL
765006	Emergency Relief, Works Progress Administration, Relief for Needy Persons (Federal Projects), 1938-1939	KASHMIR
765009	Emergency Relief, Works Progress Administration, Administrative Expenses, General, 1938-1939	KATYDID
765659	Emergency Relief, Works Progress Administration, Administrative Expenses, Project Supervision, 1938-1939	KAVASS
<i>Appropriation Account</i>		
658/9999.0	Emergency Relief, Works Progress Administration (Federal Construction Projects Approved Under Prior Emergency Relief Acts), 1938-1939	KEEK

Appropriation or
expenditure limi-
tation symbol

Title

Code word

Expenditure Account

865000	Emergency Relief, Works Progress Administration (Federal Construction Projects Approved Under Prior Emergency Relief Acts), 1938-1939	KEEKER
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Appropriation Account

658/9999.1	Emergency Relief, Works Progress Administration, Highways, Roads, and Streets (Federal Construction Projects), 1938-1939	KILT
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Expenditure Account

865001	Emergency Relief, Works Progress Administration, Highways, Roads, and Streets (Federal Construction Projects), 1938-1939	KILTER
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Appropriation Account

658/9999.2	Emergency Relief, Works Progress Administration, Public Buildings, Parks, Utilities, Flood Control, etc. (Federal Construction Projects), 1938-1939	KOFF
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Expenditure Account

865002	Emergency Relief, Works Progress Administration, Public Buildings, Parks, Utilities, Flood Control, etc. (Federal Construction Projects), 1938-1939	KOFFER
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National Youth Administration—1938 Act

Appropriation Account

809999	Emergency Relief, Works Progress Administration, National Youth Administration, 1939	KNOWLEDGE
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Expenditure Accounts

780004	Emergency Relief, Works Progress Administration, National Youth Administration, Part-Time Work, 1939	KNOT
780008	Emergency Relief, Works Progress Administration, National Youth Administration, Student Aid, 1939	KNOCK
780005	Emergency Relief, Works Progress Administration, National Youth Administration, Supply Fund, 1939	KNIGHT

United States Employees' Compensation Commission

Appropriation Account

269999	Emergency Relief, United States Employees' Compensation Commission, 1939	EMBARK
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Expenditure Account

726009	Emergency Relief, Employees' Compensation Fund (Special Fund), 1939	EMBARKING
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<i>Appropriation or expenditure limit- ation symbol</i>	<i>Title</i>	<i>Code word</i>
<i>Appropriation Account</i>		
026099	Employees' Compensation Fund, Emergency Relief (Special Fund), 1939	EMBARRASS
<i>Expenditure Account</i>		
526099	Employees' Compensation Fund, Emergency Relief, 1939	EMBARRASSING
<i>1939 Act</i>		
<i>Appropriation Accounts</i>		
650999	Emergency Relief, Work Projects Administration, 1940	NIBLICK
650999.1	Emergency Relief, Work Projects Administration (Federal Construction Projects), 1940	NICHE
<i>Expenditure Accounts</i>		
165000	Emergency Relief, Work Projects Administration (Non-Federal Projects), 1940	NICOLITE
265000	Emergency Relief, Work Projects Administration (Federal Nonconstruction Projects), 1940	NICOTINE
265004	Emergency Relief, Work Projects Administration, Supply Fund, 1940	NIGHTCAP
265009	Emergency Relief, Work Projects Administration, Administrative Expenses, 1940	NIMBUS
365000	Emergency Relief, Work Projects Administration (Federal Construction Projects), 1940	NIMROD
<i>Appropriation—Expenditure Accounts</i>		
026009	Emergency Relief, Employees' Compensation Fund, 1940	ENCLAVE ¹
226009	Emergency Relief, Employees' Compensation Fund (Special Fund), 1940	ENCIRCLE ²

Federal construction appropriation and expenditure symbols approved under the 1938 act are extended under the 1939 act with the following symbols and titles:

<i>Appropriation Account</i>		
658/0999.0	Emergency Relief, Work Projects Administration (Federal Construction Projects Approved Under Prior Emergency Relief Acts), 1938-1940	KEEK
<i>Expenditure Account</i>		
865000	Emergency Relief, Work Projects Administration (Federal Construction Projects Approved Under Prior Emergency Relief Acts), 1938-1940	KEEKER

¹Use 026009 for claims for accidents which occurred prior to July 1, 1939.

²Use 226009 for claims for accidents which occur subsequent to June 30, 1939.

*Appropriation or
expenditure limi-
tation symbol*

Title

Code word

Appropriation Account

658/0999.1	Emergency Relief, Work Projects Administration, Highways, Roads, and Streets (Federal Construction Projects), 1938-1940	KILT
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Expenditure Account

865001	Emergency Relief, Work Projects Administration, Highways, Roads, and Streets (Federal Construction Projects), 1938-1940	KILTER
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Appropriation Account

658/0999.2	Emergency Relief, Work Projects Administration, Public Buildings, Parks, Utilities, Flood Control, etc. (Federal Construction Projects), 1938-1940	KOFF
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Expenditure Account

865002	Emergency Relief, Work Projects Administration, Public Buildings, Parks, Utilities, Flood Control, etc. (Federal Construction Projects), 1938-1940	KOFFER
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**Code Words for Official Project Numbers of WPA-Sponsored
Federal Projects Nos. 1 Through 6**

The following code words shall be used under appropriation symbols 065035 and 265016:

<i>Federal Project Number</i>	<i>Project description</i>	<i>1935 act</i>		<i>1936 act</i>	
		<i>O. P. No.</i>	<i>Code</i>	<i>O. P. No.</i>	<i>Code</i>
1	Art	65-1699	Valid	265-6900	Vigil
1	Music	65-1701	Value	265-6901	Viola
1	Theater	65-1698	Vases	265-6902	Viper
1	Writers'	65-1700	Veils	265-6903	Visor
1	Survey of Historical Records	65-1703	Velum	265-6904	Vista
3	Staffing of State Planning Boards	Different for each State	Venom	265-6905	Vital
6	Survey of American Merchant Marine	65-1716	Venue	265-6906	Vivid
2	Historical American Buildings Survey	65-1715	Vexed	265-6907	Vixen
4	Survey of Federal Archives	65-1709	Viand	265-6908	Vocal
5	Inspection of Plumbing Installations—New York City Detroit, Mich.	65-97-610 65-51-3972	Vicar Views	265-6910	Vogue

The following telegraphic code words shall be used for the various divisions of WPA-sponsored Federal Project No. 1 under 1937 act appropriation symbol 565033.

<i>Project description</i>	<i>O. P. No.</i>	<i>Code</i>
Art	565-3-1	Vatic
Music	565-3-2	Velar
Writers'	565-3-3	Velot
Theater	565-3-4	Verso
Survey of Historical Records	565-3-5	Vinca

The following telegraphic code words shall be used for the various divisions of WPA-sponsored Federal Project No. 1 under 1938 act expenditure limitation 765003 and 1939 act expenditure limitation 265000:

<i>Project description</i>	<i>1938 act</i>		<i>1939 act</i>	
	<i>O. P.</i>	<i>Code</i>	<i>O. P.</i>	<i>Code</i>
Art	765-3-1	Swain	765-3-7	*
Music	765-3-2	Swang	765-3-8	*
Writers'	765-3-3	Swice	765-3-9	*
Theater	765-3-4	Swigs	765-3-10	*
Survey of Historical Records	765-3-5	Swist	765-3-11	*

* No code words assigned, therefore quote official project number and program class.

Code Words for Phrases Frequently Used

<i>Phrase</i>	<i>Code word</i>
Official Project No.	Apple
Presidential Letter No.	Peach
Unencumbered balance	Plum
Unliquidated encumbrances—pay roll	Avocado
Unliquidated encumbrances—"Other"	Grape
Funds available (unencumbered balance of authorizations)	Pear

Code Words for Amounts in Dollars in Multiples of \$1,000,000

<i>Code word</i>	<i>Amount</i>	<i>Code word</i>	<i>Amount</i>	<i>Code word</i>	<i>Amount</i>
Abaft	\$50,000,000	Afoot	\$33,000,000	Angry	\$16,000,000
Abash	49,000,000	Agile	32,000,000	Ankle	15,000,000
Abbey	48,000,000	Aging	31,000,000	Annoy	14,000,000
Abeam	47,000,000	Agony	30,000,000	Anvil	13,000,000
Abets	46,000,000	Aisle	29,000,000	Apron	12,000,000
Abhor	45,000,000	Album	28,000,000	Arena	11,000,000
Abide	44,000,000	Alert	27,000,000	Armed	10,000,000
Abler	43,000,000	Alive	26,000,000	Array	9,000,000
Abuse	42,000,000	Allay	25,000,000	Arrow	8,000,000
Abyss	41,000,000	Aloes	24,000,000	Ashen	7,000,000
Acids	40,000,000	Aloft	23,000,000	Askew	6,000,000
Actor	39,000,000	Aloof	22,000,000	Assay	5,000,000
Adder	38,000,000	Aloud	21,000,000	Atoms	4,000,000
Addle	37,000,000	Amass	20,000,000	Atone	3,000,000
Adits	36,000,000	Amble	19,000,000	Axial	2,000,000
Admit	35,000,000	Amuck	18,000,000	Aztec	1,000,000
Adobe	34,000,000	Angel	17,000,000		

Code Words for Amounts in Dollars in Multiples of \$10,000

<i>Code word</i>	<i>Amount</i>	<i>Code word</i>	<i>Amount</i>	<i>Code word</i>	<i>Amount</i>
Banjo	\$990,000	Broad	\$660,000	Chums	\$330,000
Baths	980,000	Brows	650,000	Churn	320,000
Bawls	970,000	Buggy	640,000	Chute	310,000
Belly	960,000	Bugle	630,000	Clasp	300,000
Berth	950,000	Bulbs	620,000	Click	290,000
Bevel	940,000	Bumps	610,000	Climb	280,000
Bilge	930,000	Burly	600,000	Clips	270,000
Binds	920,000	Burnt	590,000	Cloth	260,000
Biped	910,000	Bushy	580,000	Clove	250,000
Birch	900,000	Busts	570,000	Clubs	240,000
Blabs	890,000	Buxom	560,000	Coins	230,000
Blade	880,000	Buyer	550,000	Colds	220,000
Bleak	870,000	Bylaw	540,000	Colic	210,000
Bless	860,000	Cabal	530,000	Cones	200,000
Blind	850,000	Cache	520,000	Copse	190,000
Blown	840,000	Cadet	510,000	Corps	180,000
Blunt	830,000	Cairn	500,000	Court	170,000
Board	820,000	Cakes	490,000	Crack	160,000
Bombs	810,000	Candy	480,000	Craft	150,000
Boned	800,000	Carve	470,000	Crams	140,000
Bonus	790,000	Catch	460,000	Crank	130,000
Borax	780,000	Caved	450,000	Crawl	120,000
Borer	770,000	Cedar	440,000	Cream	110,000
Boric	760,000	Cello	430,000	Creek	100,000
Bosom	750,000	Chalk	420,000	Crews	90,000
Bough	740,000	Champ	410,000	Cribs	80,000
Bound	730,000	Chant	400,000	Crimp	70,000
Brads	720,000	Charm	390,000	Croak	60,000
Braid	710,000	Cheer	380,000	Croup	50,000
Brash	700,000	Chide	370,000	Crumb	40,000
Brawn	690,000	Child	360,000	Crush	30,000
Brick	680,000	Chirp	350,000	Crypt	20,000
Bride	670,000	Chord	340,000	Cubed	10,000

Code Words for Amounts in Dollars in Multiples of \$100

<i>Code word</i>	<i>Amount</i>	<i>Code word</i>	<i>Amount</i>	<i>Code word</i>	<i>Amount</i>
Daddy	\$9,900	Doubt	\$6,600	Edges	\$3,300
Daisy	9,800	Dowse	6,500	Edify	3,200
Dales	9,700	Dozen	6,400	Elbow	3,100
Darts	9,600	Drabs	6,300	Elfin	3,000
Daubs	9,500	Drain	6,200	Elope	2,900
Dawns	9,400	Dries	6,100	Empty	2,800
Dazed	9,300	Drift	6,000	Endow	2,700
Debts	9,200	Drill	5,900	Ennui	2,600
Deeds	9,100	Drink	5,800	Enter	2,500
Delta	9,000	Drips	5,700	Envoy	2,400
Delve	8,900	Drives	5,600	Epics	2,300
Demon	8,800	Drones	5,500	Epoch	2,200
Depot	8,700	Droop	5,400	Ergot	2,100
Depth	8,600	Dross	5,300	Ernes	2,000
Deter	8,500	Drown	5,200	Erode	1,900
Dhows	8,400	Dryer	5,100	Erupt	1,800
Dials	8,300	Ducal	5,000	Ether	1,700
Diced	8,200	Duchy	4,900	Ethic	1,600
Dimes	8,100	Ducts	4,800	Ethyl	1,500
Dimly	8,000	Duels	4,700	Evade	1,400
Direr	7,900	Dummy	4,600	Event	1,300
Dirge	7,800	Dunce	4,500	Evict	1,200
Discs	7,700	Dunes	4,400	Exalt	1,100
Divan	7,600	Dwarf	4,300	Exert	1,000
Dizzy	7,500	Dwell	4,200	Exile	900
Dodge	7,400	Eagle	4,100	Exists	800
Dodos	7,300	Early	4,000	Extol	700
Doffs	7,200	Earth	3,900	Facts	600
Dogma	7,100	Easel	3,800	Fades	500
Doing	7,000	Eaves	3,700	Faint	400
Doled	6,900	Ebbcd	3,600	Faith	300
Domms	6,800	Ebony	3,500	False	200
Dopes	6,700	Eclat	3,400	Fancy	100

Code Words for Standardized Telegrams

(Example No. 1)

CODE WORD "ASIA"

Telegram from the central office notifying State Administrator of increase in fund authorizations effected through issuance of Treasury Form A-2a.

Standardized Telegram

WASHINGTON D C
JANUARY 1 1940

S L STOLTE
WORK PROJECTS ADMINISTRATOR
306 MINNESOTA BUILDING
SAINT PAUL MINNESOTA

ATTENTION DIRECTOR OF FINANCE

AUTHORIZATION ISSUED TODAY INCREASING APPROPRIATION FOUR SIX FIVE NAUGHT ONE
ONE COMMA ONE HUNDRED EIGHTY FIVE THOUSAND DOLLARS

D A HOLMES
DIRECTOR OF FINANCE

Code Telegram

WASHINGTON D C
JANUARY 1 1940

S L STOLTE
WORK PROJECTS ADMINISTRATOR
306 MINNESOTA BUILDING
SAINT PAUL MINNESOTA

ATTENTION DIRECTOR OF FINANCE

ASIA WEB CORPS PLUS DUCAL

D A HOLMES
DIRECTOR OF FINANCE

(Example No. 2)

CODE WORD "AMERICA"

Telegram from the central office notifying State Administrator of rescission of fund authorizations effected through issuance of Treasury Form A-2a.

Standardized Telegram

WASHINGTON D C
JANUARY 1 1940

WILLIAM P FAHEY
WORK PROJECTS ADMINISTRATOR
SILVER AND LINCOLN STREETS
MANCHESTER NEW HAMPSHIRE

ATTENTION DIRECTOR OF FINANCE

AUTHORIZATION ISSUED TODAY DECREASING APPROPRIATION 465022 AMOUNT OF ELEVEN
THOUSAND FIVE HUNDRED DOLLARS

D A HOLMES
DIRECTOR OF FINANCE

(Example No. 2—Continued)

CODE WORD "AMERICA"—Continued

Code Telegram

WASHINGTON D C
JANUARY 1 1940

WILLIAM P FAHEY
WORK PROJECTS ADMINISTRATOR
SILVER AND LINCOLN STREETS
MANCHESTER NEW HAMPSHIRE

ATTENTION DIRECTOR OF FINANCE

AMERICA WEASEL CUBED PLUS ETHYL

D A HOLMES
DIRECTOR OF FINANCE

(Example No. 3)

CODE WORD "DENMARK"

Request from the central office for information concerning funds available for rescission.

Standardized Telegram

WASHINGTON D C
JANUARY 1 1940

DOCTOR CARL WATSON
WORK PROJECTS ADMINISTRATOR
CLINTON BUILDING
COLUMBUS OHIO

ATTENTION DIRECTOR OF FINANCE

NOTIFY US IMMEDIATELY AS TO THE UNENCUMBERED FUNDS AVAILABLE FOR RESCISSION
IN APPROPRIATION THREE SIX FIVE NAUGHT TWO SEVEN

D A HOLMES
DIRECTOR OF FINANCE

Code Telegram

WASHINGTON D C
JANUARY 1 1940

DOCTOR CARL WATSON
WORK PROJECTS ADMINISTRATOR
CLINTON BUILDING
COLUMBUS OHIO

ATTENTION DIRECTOR OF FINANCE

DENMARK WILLOW

D A HOLMES
DIRECTOR OF FINANCE

(Example No. 4)

CODE WORD "DENMARK"

Telegram sent by State Administrator to the central office in answer to code telegram "Denmark" stating funds available for rescission.

Standardized Telegram

COLUMBUS OHIO
JANUARY 1 1940

D A HOLMES
DIRECTOR OF FINANCE

ANSWER YOUR DENMARK WIRE OF JANUARY FIRST FUNDS ARE AVAILABLE FOR RESCISSION
IN APPROPRIATION SYMBOL 365027 IN THE AMOUNT OF \$15,500

CARL WATSON
STATE ADMINISTRATOR

Code Telegram

COLUMBUS OHIO
JANUARY 1 1940

D A HOLMES
DIRECTOR OF FINANCE

DENMARK PEAR WILLOW CUBED PLUS DRONE

CARL WATSON
STATE ADMINISTRATOR

(Example No. 5)

CODE WORD "ALBANIA"

Telegram sent by State Administrator to the central office requesting distribution by appropriations of funds authorized for the following month. Also used for requesting transfers between appropriations.

Standardized Telegram

LITTLE ROCK ARKANSAS
JANUARY 1 1940

D A HOLMES
DIRECTOR OF FINANCE

DISTRIBUTE THE FUNDS TO BE TRANSMITTED TO ARKANSAS ON FORM A-2 FOR FEBRUARY
AS FOLLOWS COLON APPROPRIATION SYMBOL 465800, \$1,500,000.00 APPROPRIATION
465011, \$870,000.00 ETC ALSO TRANSFER \$210,000.00 FROM APPROPRIATION SYMBOL
465033 TO APPROPRIATION SYMBOL 465800 ETC

FLOYD SHARP
STATE ADMINISTRATOR

Code Telegram

LITTLE ROCK ARKANSAS
JANUARY 1 1940

D A HOLMES
DIRECTOR OF FINANCE

ALBANIA FEBRUARY WELL AZTEC PLUS CAIRN WEB BLEAK ETC TRANSFER COLIC FROM
WEATHER TO WELL ETC

FLOYD SHARP
STATE ADMINISTRATOR

*Appropriation or
expenditure limi-
tation symbol*

Title

•

Coding word

Federal construction appropriation and expenditure symbols approved under the 1939 act are extended under the fiscal year 1941 act with the following symbols and titles:

Appropriation Account

650/1999.1	Emergency Relief, Work Projects Administra- tion (Federal Construction Projects), 1940- 1941	NICHE
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Expenditure Account

365000	Emergency Relief, Work Projects Administra- tion (Federal Construction Projects), 1940- 1941	NIMROD
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Added Nov. 23, 1940

<i>Appropriation or expenditure limi- tation symbol</i>	<i>Title</i>	<i>Code word</i>
Fiscal Year 1942 Act		
<i>Appropriation Accounts</i>		
652999	Emergency Relief, Work Projects Administra- tion, Federal Works Agency, 1942	NODUS
652999.1	Emergency Relief, Work Projects Administra- tion, Federal Works Agency (Federal Construc- tion Projects), 1942	NOUGAT
<i>Expenditure Accounts</i>		
765008	Emergency Relief, Work Projects Administra- tion (Non-Federal Projects), 1942	NOGGIN
865003	Emergency Relief, Work Projects Administra- tion (Damage Claims), 1942	NORDIC
865004	Emergency Relief, Work Projects Administra- tion (Supply Fund), 1942	NORITE
865008	Emergency Relief, Work Projects Administra- tion (Federal Nonconstruction Projects), 1942	NOSEGAY
865009	Emergency Relief, Work Projects Administra- tion (Administrative Expenses), 1942	NOSTRIL
965001	Emergency Relief, Work Projects Administra- tion (Federal Construction Projects, Flood Control and Water Conservation Projects Au- thorized Under Other Law), 1942	NUCLEUS
965008	Emergency Relief, Work Projects Administra- tion (Federal Construction Projects), 1942	NOVEL
<i>Appropriation—Expenditure Accounts</i>		
826029	Employees' Compensation Fund, Emergency Re- lief, 1942	ECCENTRIC

Federal construction symbols approved under the 1938 act are extended under the fiscal year 1942 act with the following symbols and titles:

<i>Appropriation Account</i>		
658/2999.0	Emergency Relief, Work Projects Administra- tion (Federal Construction Projects Approved Under Prior Emergency Relief Acts), 1938-1942	KELEP
<i>Expenditure Account</i>		
865000	Emergency Relief, Work Projects Administra- tion (Federal Construction Projects Approved Under Prior Emergency Relief Acts), 1938-1942	KELPIE
<i>Appropriation Account</i>		
658/2999.1	Emergency Relief, Work Projects Administra- tion, Highways, Roads, and Streets (Federal Construction Projects), 1938-1942	KINDLE

Appropriation or
expenditure limi-
tation symbol

Title

Code word

Expenditure Account

865001	Emergency Relief, Work Projects Administra- tion, Highways, Roads, and Streets (Federal Construction Projects), 1938-1942	KINDRED
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Appropriation Account

658/2999.2	Emergency Relief, Work Projects Administra- tion, Public Buildings, Parks, Utilities, Flood Control, etc. (Federal Construction Projects), 1938-1942	KRAAL
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Expenditure Account

865002	Emergency Relief, Work Projects Administra- tion, Public Buildings, Parks, Utilities, Flood Control, etc. (Federal Construction Projects), 1938-1942	KYRINE
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Federal construction symbols approved under the 1939 act are extended under the fiscal year 1942 act with the following symbols and titles:

Appropriation Account

650/2999.1	Emergency Relief, Work Projects Administra- tion (Federal Construction Projects), 1940-1942	NICHE
------------	--	-------

Expenditure Account

365000	Emergency Relief, Work Projects Administra- tion (Federal Construction Projects), 1940-1942	NIMROD
--------	--	--------

Federal construction symbols approved under the fiscal year 1941 act are extended under the fiscal year 1942 act with the following symbols and titles:

Appropriation Account

651/2999.1	Emergency Relief, Work Projects Administra- tion (Federal Construction Projects), 1941-1942	NOOK
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Expenditure Account

565008	Emergency Relief, Work Projects Administra- tion (Federal Construction Projects), 1941-1942	NOZZLE
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Added July 23, 1941

Code Words for Official Project Numbers of WPA-Sponsored
Federal Projects Nos. 1 Through 6

The following code words shall be used under appropriation symbols 065035 and 265016:

Federal Project Number	Project description	1935 act		1936 act	
		O. P. No.	Code	O. P. No.	Code
1	Art	65-1699	Valid	265-6900	Vigil
1	Music	65-1701	Value	265-6901	Viola
1	Theater	65-1698	Vases	265-6902	Viper
1	Writers'	65-1700	Veils	265-6903	Visor
1	Survey of Historical Records	65-1703	Velum	265-6904	Vista
3	Staffing of State Planning Boards	Different for each State	Venom	265-6905	Vital
6	Survey of American Merchant Marine	65-1716	Venue	265-6906	Vivid
2	Historical American Buildings Survey	65-1715	Vexed	265-6907	Vixen
4	Survey of Federal Archives	65-1709	Viand	265-6908	Vocal
5	Inspection of Plumbing Installations—New York City Detroit, Mich.	65-97-610 65-51-3972	Vicar Views	265-6910	Vogue

The following telegraphic code words shall be used for the various divisions of WPA-sponsored Federal Project No. 1 under 1937 act appropriation symbol 565033.

Project description	O. P. No.	Code
Art	565-3-1	Vatic
Music	565-3-2	Velar
Writers'	565-3-3	Velot
Theater	565-3-4	Verso
Survey of Historical Records	565-3-5	Vinca

The following telegraphic code words shall be used for the various divisions of WPA-sponsored Federal Project No. 1 under 1938 act expenditure limitation 765003 and 1939 act expenditure limitation 265000:

Project description	1938 act		1939 act	
	O. P.	Code	O. P.	Code
Art	765-3-1	Swain	765-3-7	*
Music	765-3-2	Swang	765-3-8	*
Writers'	765-3-3	Swice	765-3-9	*
Theater	765-3-4	Swigs	765-3-10	*
Survey of Historical Records	765-3-5	Swist	765-3-11	*

* No code words assigned, therefore quote official project number and program class.

Appendix H

DEFINITIONS OF AREAS AND UNITS FOR STATISTICAL REPORTING

PART I. AREAS FOR WHICH RECURRING REPORTS ARE REQUIRED

The following chart shows the areas for which data are to be reported as indicated by instructions for reports on WPA Forms 152, 160, and 165b. These areas are identified by the letter X opposite the area in the form number column for each report.

Areas
Requiring
Recurring
Reports.

Locality	Area included	Area to be reported on WPA Form—		
		152	160	165b
Alabama:				
Birmingham	Jefferson Co.	X		X
Mobile	Mobile Co.	X		
California:				
Los Angeles	Los Angeles Co.	X	X	X
Oakland	Alameda Co.	X		
Sacramento	Sacramento Co.	X		
San Diego	San Diego Co.	X		
San Francisco	San Francisco Co.	X	X	X
Colorado:				
Denver	Denver Co.	X		
Connecticut:				
Bridgeport	City only	X		
Hartford	City only	X		
New Britain	City only	X		
New Haven	City only	X		
Delaware:				
Wilmington	New Castle Co.	X		
Florida:				
Jacksonville	Duval Co.	X		
Miami	Dade Co.	X		
Georgia:				
Atlanta	Fulton Co.	X		X
Decatur	De Kalb Co.	X		X
Illinois:				
Chicago	City only	X	X	X
	Cook Co.	X		
Springfield	Sangamon Co.	X		

1.H.001

1.H.002 • ORGANIZATION AND ADMINISTRATION

Locality	Area included	Area to be reported on WPA Form—		
		152	160	165b
Indiana:				
Evansville	Vanderburgh Co.	X		
Fort Wayne	Allen Co.	X		
Indianapolis	Marion Co.	X		
South Bend	St. Joseph Co.	X		
Terre Haute	Vigo Co.	X		
Iowa:				
Des Moines	Polk Co.	X		
Sioux City	Woodbury Co.	X		
Kansas:				
Kansas City	Wyandotte Co.	X		
Topeka	Shawnee Co.	X		
Wichita	Sedgwick Co.	X		
Kentucky:				
Louisville	Jefferson Co.	X		
Louisiana:				
New Orleans	Orleans Parish	X	X	X
Shreveport	Caddo Parish	X		
Maine:				
Portland	City only	X		
Maryland:				
Baltimore	City only	X	X	X
	Baltimore Co.	X		
Massachusetts:				
Boston	City only	X	X	X
Brockton	City only	X		
Cambridge	City only	X		
Fall River	City only	X		
Lawrence	City only	X		
Lowell	City only	X		
Lynn	City only	X		
Malden	City only	X		
New Bedford	City only	X		
Newton	City only	X		
Springfield	City only	X		
Worcester	City only	X		
Michigan:				
Detroit	Wayne Co.	X	X	X
Flint	Genesee Co.	X		X
Grand Rapids	Kent Co.	X		
Pontiac	Oakland Co.	X		
Saginaw	Saginaw Co.	X		
Minnesota:				
Duluth	St. Louis Co.	X		
Minneapolis	Hennepin Co.	X	X	X
St. Paul	Ramsey Co.	X		

DEFINITIONS OF AREAS AND UNITS FOR STATISTICAL REPORTING • 1.H.003

Locality	Area included	Area to be reported on WPA Form—		
		152	180	185b
Missouri:				
Kansas City	Jackson Co.	X		
St. Louis	City and Co. combined	X	X	X
Nebraska:				
Omaha	Douglas Co.	X		
New Jersey:				
Jersey City	City only	X		
Newark	City only	X	X	X
Trenton	City only	X		
New York:				
Albany	Albany Co.	X		
Buffalo	Erie Co.	X	X	X
New Rochelle	City only	X		
Niagara Falls	City only	X		
Rochester	City only	X	X	X
Syracuse	Onondaga Co.	X		
Utica	City only	X		
Yonkers	City only	X		
North Carolina:				
Asheville	Buncombe Co.	X		
Charlotte	Mecklenburg Co.	X		
Greensboro	Guilford Co.	X		
Winston-Salem	Forsyth Co.	X		
Ohio:				
Akron	Summit Co.	X		X
Canton	Stark Co.	X		
Cincinnati	Hamilton Co.	X	X	X
Cleveland	Cuyahoga Co.	X	X	X
Columbus	Franklin Co.	X		
Dayton	Montgomery Co.	X		
Springfield	Clark Co.	X		
Toledo	Lucas Co.	X		X
Youngstown	Mahoning Co.	X		
Oklahoma:				
Tulsa	Tulsa Co.	X		
Oregon:				
Portland	Multnomah Co.	X		
Pennsylvania:				
Allentown	Lehigh Co.	X		
Altoona	Blair Co.	X		
Bethlehem	Northampton Co.	X		
Chester	Delaware Co.	X		
Erie	Erie Co.	X		
Johnstown	Cambria Co.	X		
Philadelphia	Philadelphia Co.	X	X	X
Pittsburgh	Allegheny Co.	X	X	X
Reading	Berks Co.	X		
Scranton	Lackawanna Co.	X		
Wilkes-Barre	Luzerne	X		

1.H.004 • ORGANIZATION AND ADMINISTRATION

Locality	Area included	Area to be reported on WPA Form—		
		152	160	165b
Rhode Island:				
Providence	City only	X		
South Carolina:				
Charleston	Charleston Co.	X		
Tennessee:				
Knoxville	Knox Co.	X		
Memphis	Shelby Co.	X		
Nashville	Davidson Co.	X		
Texas:				
Dallas	Dallas Co.	X		X
El Paso	El Paso Co.	X		
Fort Worth	Tarrant Co.	X		
Houston	Harris Co.	X		
San Antonio	Bexar Co.	X		
Utah:				
Salt Lake City	Salt Lake Co.	X		
Virginia:				
Norfolk	City only	X		
Richmond	City only	X		
Roanoke	City only	X		
Washington:				
Seattle	King Co.	X		
Tacoma	Pierce Co.	X		
West Virginia:				
Huntington	Cabell Co.	X		
Wisconsin:				
Kenosha	Kenosha Co.	X		
Madison	Dane Co.	X		
Milwaukee	Milwaukee Co.	X	X	X
Racine	Racine Co.	X		

Revised Nov. 8, 1941

PART II. INSTRUCTIONS FOR CLASSIFYING PROJECTS BY TYPE OF WORK

Instructions for the coding of projects and the grouping of reports by type of work are prescribed below.

Assigning Symbols for Division and Type of Work

Each WPA project shall be assigned a divisional symbol and a type-of-work symbol. For statistical reporting, projects in Major Program Classifications 300 through 500 shall be classified as projects of the Division of Community Service Programs.

Symbols for
Division and
Type of Work.

For projects operated by the Work Projects Administration, these symbols shall be assigned in connection with the preparation and approval of *Statement of Project Estimate Detail*, WPA Form 701. This function shall be performed by a person designated by the director of the division which will supervise the operation of the project, but the symbols assigned shall be subject to the approval of the State Statistician.

Each project operated by other Federal agencies shall be assigned a divisional symbol and a type-of-work symbol by the State Statistician in cooperation with the division responsible for inspecting the project.

The divisional symbols, which shall precede the type of work symbols, are as follows:

—Divisional
Symbols.

*Divisional
symbol*

Division of —

O	Operations
1P	Community Service Programs—Public Activities Programs
2P	Community Service Programs—Research and Records Programs
3P	Community Service Programs—Welfare Programs
T	Training and Reemployment

Neither the State Supply Section nor the public work reserve shall be considered part of any of the above divisions and shall not be assigned divisional symbols.

—State Supply
Section and Pub-
lic Work Reserve.

The type-of-work symbol assigned each project shall be determined according to the major grouping, subgrouping, and detailed type of work which is to be conducted. For example, the symbol for a project for the construction of a concrete State highway would be found under the major group "Highway, road, and street projects," the subgroup "Highways—primary roads," and the detailed type "Hard surfaced." As such a project would operate under the supervision of the Division of Operations, the correct divisional symbol and type-of-work symbol to be assigned would be O-011.

—Assignment
of Type-of-Work
Symbols.

Certain projects may not fall entirely within one of the specified categories under the classification, or may, due to the involved nature of the project, be classifiable under two or more headings. In such instances the principal type of work involved or the primary purpose to be served by the project should be used in determining the classification. In a small number of cases, where it is impossible to classify a given project specifically, the symbol for "Other____projects, etc." or "Projects not classifiable under any other type" shall be used. It should be recognized, however, that the value of the type of work classification will be reduced if a considerable number of projects are assigned these miscellaneous classifications.

—Where More
Than One Classi-
fication Is In-
volved.

— Detailed
Classification
of Projects.

The following detailed classification of projects shall be used in assigning type-of-work symbols.

PROJECT CLASSIFICATION AND TYPE OF WORK SYMBOLS

Project classification

Type-of-work
symbol

Highways, roads, and streets:

Highways—primary roads (primary numbered system):

Hard surfaced (high-type surface)	011
Improved (low-type surface)	015
Unimproved (graded or stabilized only)	019
Highways not classifiable under any one type	010

Roads—secondary roads and feeders:

Hard surfaced (high-type surface)	021
Improved (low-type surface)	025
Unimproved (graded or stabilized only)	029
Secondary roads not classifiable under any one type	020

Streets and alleys—within the boundaries of municipalities (exclusive of primary highways):

Hard surfaced (high-type surface)	031
Improved (low-type surface)	035
Unimproved (graded or stabilized only)	039
Streets and alleys not classifiable under any one type	030

Sidewalks, curbs, and paths

040

Roadside improvements

050

Bridges and viaducts

060

Grade-crossing elimination

070

Other highway, road, and street projects, and those classifiable under more than one heading

080

Public buildings:

Public buildings other than Federal Government buildings:

Administrative (city halls, courthouses, fire houses, garages, office buildings, police stations, town halls, etc.)	110
---	-----

Charitable, medical, and mental institution buildings (hospitals, clinics, sanitariums, institutions for the insane or feeble-minded, infirmaries and homes for aged, almshouses and poor farms, children's homes, transient camps and shelters, etc.)	120
--	-----

Educational buildings (grade, secondary, and special schools; colleges and universities; libraries; museums; school dormitories; laboratories; etc.)	130
--	-----

Social and recreational buildings (auditoriums, amphitheaters, stadiums, boathouses, bathing pools, park pavilions and shelters, community halls and club houses, gymnasiums, biological and zoological buildings, etc.)	140
--	-----

Penal and corrective institution buildings (jails, penitentiaries, reformatories, etc.)	150
---	-----

Other public building projects and those not classifiable under any one type	170
--	-----

<i>Project classification</i>	<i>Type-of-work symbol</i>
Public buildings—Continued.	
Federal Government buildings (Federal penitentiaries, reformatories, armories, arsenals, barracks, hospitals, lighthouses and other Coast Guard buildings, office buildings, post offices, etc.)	160
Recreational facilities (exclusive of buildings):	
Playgrounds	310
Athletic fields	320
Parks	330
Other recreational facilities and those not classifiable under any one type	390
Conservation:	
Forestation	410
Erosion control and land conservation	420
Irrigation and water conservation	430
Game, fish, and bird conservation	440
Other conservation projects and those not classifiable under any one type	490
Publicly owned or operated utilities:	
Water purification and supply	510
Sewage collection and disposal	520
Other publicly owned or operated utilities and those not classifiable under any one type	590
Transportation:	
Navigation	720
Airport and airways (All construction projects located on landing fields, airport sites, or on property owned or leased by the Army, Navy, Coast Guard, or National Guard and used as an air base or as a center for training pilots shall be given this classification regardless of the type of work performed. Where a landing field is located at a post or reservation which is used primarily by branches of the service other than the air service [such as a landing field in connection with an artillery training area], only projects for work on the landing field and appurtenances thereto [such as hangars, airplane repair shops, etc.] shall be given this classification.)	730
Other transportation projects and those not classifiable under any one type	790
Public activity:	
Education:	
Adult education	814
Nursery schools	816
Other education projects and those not classifiable under any one type	819
Recreation	881
Library	861

<i>Project classification</i>	<i>Type-of-work symbol</i>
Public activity—Continued.	
Bookbinding and repair	851
Museum and visual aid	862
Art and craft	883
Music	884
Writing	885
Workers' service	886
Research and records:	
Natural resources (including geography, oceanography, meteorology, land characteristics, soil, minerals, water, forestry and plant life, wildlife and fish, agriculture and animal husbandry)	801
Population, social, and economic problems (including vital statistics, naturalization and immigration, general population, crime and delinquency, health and welfare, social organization, employment, unemployment, pay rolls, etc.)	802
Real estate and land use (including land use and zoning, real property and housing, deeds, mortgages and other encumbrances, building permits, utilities, etc.)	803
Public finance (including tax assessment, tax delinquency, receipts, expenditures, indebtedness, etc.)	804
Government administration (including organization and administration, personnel, pensions, public property, law and jurisprudence, etc.)	805
Traffic, transportation, and communication (including traffic safety and congestion, highway planning, and other transportation and communication)	806
Education, recreation, and libraries (including school administration, curriculum, teaching methods, tests and measurements, school facilities, student population, State-wide and rural recreation, urban recreation, and libraries)	807
Science, history, culture, and technology (including physical science, biological science, psychology, technology, history, culture, archaeology, anthropology, and ethnology)	808
Other research and survey projects and those not classifiable under any one type	809
Installation of public records	810
Other public records projects	811
Historical records survey	863
Welfare:	
Public health and hospital work:	
Dental clinics	860
Nursing	865
Venereal disease clinics	866
School health services	867
Institutional subsidiary workers' training	864
Other public health and hospital work	868
Housekeeping aides	852
School lunches	850
Distribution of surplus commodities	960

<i>Project classification</i>	<i>Type-of-work symbol</i>
Welfare—Continued.	
Production projects:	
Sewing	911
Canning and other food preservation	912
Gardening	913
Production of mattresses, comforters, and quilts	916
Other production projects and those not classifiable under any one type	919
Sanitation (exclusive of research and medical):	
Elimination of stream pollution	921
Mosquito eradication	922
Sanitary toilets	924
Other sanitation projects and those not classifiable under any one type	929
Training and reemployment:	
Airport servicemen training	931
Household workers' training	854
In-plant preemployment training	932
Vocational school training	930
State Supply Section	970
Projects not elsewhere classified:	
Renovation of public buildings	171
Braille	869
Engineering surveys	871
Improvement of grounds around public buildings	941
Cemetery improvement	959
Public work reserve	991
Projects not classifiable under any other type	990

Revised Jan. 15, 1942

Project Grouping for Reports by Type of Project

Project Group- ing for Reports by Type of Project.	For reports on WPA Forms 152, 158, and 161 data shall be grouped as shown below.		
	Report line No.	Type of project	Type-of-work symbol
—WPA Forms 152, 158, and 161.	1	Total	All symbols
	2	Division of Operations—total	All symbols bearing an O prefix
	3	Airport and airway	730
	4	Building—total	
	5	Educational	130
	6	Other	110, 120, 140-171, 941
	7	Conservation—total	
	8	Land and water	420, 430
	9	Other	410, 440, 490
	10	Engineering survey	871
	11	Highway, road, and street—total	
	12	Primary road	010-019
	13	Secondary road	020-029
	14	Street and alley	030-039
	15	Other	040-080
	16	Publicly owned or operated utility—total	
	17	Sewage collection and disposal	520
	18	Water purification and supply	510
	19	Other	590
	20	Recreational facility, except buildings	310-390
	21	Sanitation	921-929
	22	Other	All other symbols bearing an O pre- fix
	23	Division of Community Service Programs—total	All symbols bearing 1P, 2P, or 3P pre- fix
	24	Public activity—total	All symbols bearing a 1P prefix
	25	Art and museum	862, 883
	26	Education	814, 816, 819
	27	Library	851, 861
	28	Music	884
	29	Recreation	881
	30	Workers' service	886
	31	Writing	885
	32	Other	All other symbols bearing a 1P pre- fix

<i>Report line No.</i>	<i>Type of project</i>	<i>Type-of-work symbol</i>
Division of Community Service Programs—Continued.		
33	Research and records—total	All symbols bearing a 2P prefix
34	Historical records survey	863
35	Public records	810, 811
36	Research and survey	801-809
37	Other	All other symbols bearing a 2P pre- fix
38	Welfare—total	All symbols bearing a 3P prefix
39	Distribution of surplus commodities	960
40	Gardening and food preservation	912, 913
41	Housekeeping aides	852
42	Institutional subsidiary workers' training	864
43	Production—mattresses, comforters, and quilts	916
44	Production—miscellaneous items	919
45	Public health and hospital work	860, 865-868
46	School lunch	850
47	Sewing	911
48	Other	All other symbols bearing a 3P pre- fix
49	Division of Training and Reemployment—total	All symbols bearing a T prefix
50	Airport servicemen training	931
51	Household workers' training	854
52	In-plant preemployment training	932
53	Vocational school training	930
54	Other	All other symbols bearing a T pre- fix
55	Public Work Reserve	991
56	State Supply Section	970

The above grouping also is applicable to reports on WPA Forms 152c, 158a, 158b, and 161b except for lines 12, 13, 14, and 15 which shall be used to show data for all highway, road, and street projects (type-of-work symbols 010 through 080) grouped according to the defense character of the projects. Defense projects for highway, road, and street work shall be classified into "access road," "in military or naval reservations," "strategic highway system," and "other," on lines 12, 13, 14, and 15, respectively. Most projects for highway, road, and street work are eligible for defense designations only on the basis of being work on access roads, on roads or streets in military or naval reservations, and on or supplementing the strategic highway system, and therefore should be classified under one of these three categories. Thus, the use of the "Other" classification on line 15 should be limited almost entirely to data for highway, road, and street projects with specific authorizations as defense projects, such as highway, road, and street projects in connection with defense housing.

—WPA Forms
152c, 158a,
158b, and
161b.

—WPA Forms
152b and 161a.

For reports on WPA Forms No. 152b and 161a data shall be grouped as shown below.

<i>Report line No.</i>	<i>Type of project</i>	<i>Type-of-work symbol</i>
1	Total	All symbols
2	Inspected by Division of Operations—total	All symbols bearing an O prefix
3	Airport and airway	730
4	Building	110-171, 941
5	Conservation	410-490
6	Engineering survey	871
7	Highway, road, and street	010-080
8	Publicly owned or operated utility	510-590
9	Recreational facility, except buildings	310-390
10	Sanitation	921-929
11	Other	All other symbols bearing an O pre- fix
12	Inspected by Division of Community Service Pro- grams—total	All symbols bearing a 1P, 2P, or 3P prefix
13	Public records	810, 811
14	Research and survey	801-809
15	Other	All other symbols bearing a 1P, 2P, or 3P prefix

Revised Nov. 8, 1941

PART III. INSTRUCTIONS FOR CLASSIFYING EXPENDITURES BY OBJECTIVE CLASSIFICATION

For reports on WPA Forms 163 and 163a, expenditures are classified according to objects for which expenditures are incurred.

Classifying of
Expenditures
by Objective
Classification.

On WPA Form 163, detailed nonlabor classifications are grouped into four major categories:

(1) Materials, supplies, and equipment

Materials and supplies include all commodities which are ordinarily consumed or expended within a comparatively short time, converted in the process of construction or manufacture, or form a minor part of equipment or fixed property. Equipment includes fixtures, furniture, implements, tools, machinery, vehicles, and other apparatus which are adapted to continuing use without material impairment of their physical condition and which may be expected to have an extended period of service.

(2) Rentals and services

(3) Land

(4) Pay roll deductions

On WPA Form 163a detailed classifications are grouped into specified categories required for reporting to the Bureau of the Budget.

Pages 1.H.013 through 1.H.020 contain a general description of the items comprising each code used in classifying expenditures by objective classification.

An alphabetical index of the principal items of expenditure together with the code for each item is shown on pages 1.H.021 through 1.H.053.

Code
No.

Description

PERSONAL SERVICES

1 Personal services

Includes all wages and salaries for labor or services

3-37 MATERIALS, SUPPLIES, AND EQUIPMENT

3 Cement

Includes only masonry or "hydraulic" cements.

Excludes plaster cements; Keene's cement; plastic cement; bituminous, rubber, shoemakers', and other special-purpose cements; and water-proofing compounds or paints.

4 Clay products

Includes only burned clay products containing no other constituents.

Excludes silica, magnesia, and asbestos products; and quarry-stone tile and slate.

5 Concrete products

Includes products containing Portland or other similar masonry cement, such as concrete block, tile, and pipe.

Excludes plaster, lime mortar, and bituminous concrete products.

<i>Code No.</i>	<i>Description</i>
6	<p>Crushed stone</p> <p>Includes crushed stone, slag and cinders, and aggregates specifically described as "crushed stone," "crushed rock," or "stone and rock."</p> <p>Excludes riprap stone, and aggregates for which no complete description is given or an alternative choice of stone or gravel is allowed.</p>
7	<p>Sand and gravel</p> <p>Includes sand, gravel, and clay mixtures; aggregates of unspecified composition; and aggregates for which an alternative of stone or gravel is allowed.</p>
8	<p>Stone and glass products</p> <p>Includes all glass, stone, and other nonmetallic mineral products not elsewhere classified.</p> <p>Excludes chinaware; clay tile; brick; and composition building products, such as plaster and wood fiber board, and composition insulation, roofing and shingles.</p>
9	<p>Cast-iron pipe and fittings</p> <p>Includes cast-iron pipe supplies such as ells, floor drains, tees, valves, and wyes, etc., usually attached to cast-iron pipe systems.</p> <p>Excludes cast-iron products such as manhole fittings, service boxes, and sewer catchbasins, and cast-iron parts for machinery and equipment.</p>
9a	<p>Other metal pipe and fittings</p> <p>Includes electrical rigid conduit pipe, and plumbing, steam, water, and well piping and fittings.</p> <p>Excludes cast-iron pipe and fittings, corrugated iron and steel culvert pipe, and metal roof conductor and gutter pipe.</p>
10	<p>Hand tools</p> <p>Includes hand tools and instruments for use in carpentry, wood-working, and machine shops; in agriculture, construction, and excavation; in garages; and in metal, leather, and other craft trades.</p> <p>Excludes office, drafting, drawing, and surveying tools and instruments; medical and dental instruments; and kitchen and cooking utensils, tools, and gadgets.</p>
11	<p>Hardware*</p> <p>Includes all miscellaneous hardware, both ferrous and nonferrous, such as kitchen gadgets and utensils, and heating, plumbing, and ventilating supplies.</p> <p>Excludes all tools, glass, and chinaware, and all machinery and equipment.</p>
12	<p>Nonferrous metals*</p> <p>Includes products of aluminum, brass, bronze, copper, lead, nickel, tin, zinc, etc., and combinations and alloys of these metals not elsewhere classified.</p> <p>Excludes nonferrous pipe, fittings, tubing, and other plumbing supplies; bolts, hinges, locks, nuts, screws, wire, or other small nonferrous hardware; and tin-plated sheet iron and steel plate and stamped products commonly called "tinware" or "tin sheeting," etc.</p>

* Not elsewhere classified.

Code No.	Description
13	<p>Plumbing, heating, and ventilating equipment</p> <p>Includes plumbing chinaware and enameled iron and steel fixtures; equipment for hot water, steam, and other heating systems; industrial nonelectric heating, soldering, and welding equipment; non-electric stoves; pressure, temperature, and humidity control devices; and venting blowers and registers.</p> <p>Excludes all equipment for heating asphalt; all pipe and fittings; electric stoves, soldering and welding outfits, and other electrical heating equipment; packing and waste; pumps; roof conductor pipe and guttering; sanitary clay tile and concrete sewer and drain pipe; steam-pipe and boiler insulation; tools and accessory tool gauges; and all other miscellaneous plumbing, heating, and ventilating supplies.</p>
14	<p>Structural and reinforcing steel</p> <p>Includes items serving only a load-bearing or load-reinforcing purpose, such as beams, girders, reinforcing rods, and welded mesh.</p> <p>Excludes accessory building steel work, such as doors and windows; furring channels; hoisting cable; and plain or corrugated sheet iron and steel.</p>
15	<p>Iron and steel products*</p> <p>Includes all iron and steel products not elsewhere classified.</p> <p>Excludes structural and reinforcing steel work; iron and steel tools or machinery; small hardware; kitchen utensils and gadgets; cast-iron and steel pipe and fittings; iron and steel plumbing, heating, ventilating, and pipe-fitting equipment and supplies; mechanized fire-engine-house and plane-hangar doors operated with motor drives and control equipment; and concrete block and pipe form.</p>
16	<p>Composition building and roofing products</p> <p>Includes composition building and roofing products of asbestos, asphalt, cork, crushed rock, gravel, mineral plaster and fiber, processed paper, sand, slag, slate, wood fiber, synthetic materials, and mixtures of these products, for use as a permanent part of building construction; mineral-surfacing material mixed with asphalt, glue, or other binding material (mineral-surfaced roofing); and asphalt-saturated paper, felt, or other building and roofing materials.</p> <p>Excludes asphalt-felt composition expansion joints for roadwork and paving; plywood panelling; textile fiber packing materials (hemp, jute, and oakum); and all composition products for other than building, construction, or roofing purposes.</p>
18	<p>Lumber</p> <p>Includes crude timbers, finished wood products, planing mill and sawmill products, plywood, and sawdust sweeping compound.</p> <p>Excludes composition cork flooring and expansion joints, furniture, and composition wood-fiber building board.</p>

*Not elsewhere classified.

<i>Code No.</i>	<i>Description</i>
19	<p>Bituminous paving products</p> <p>Includes "asphaltic," "bituminous," and "tar" products for paving; asphaltic and tar mastic cement for roofing; and similar products used for dock painting and waterproofing foundations, roofs, etc.</p> <p>Excludes building paper; composition asphaltic, bituminous and tarpaper roofing products such as shingles and roofing; composition floor covering containing asphalt; and packing, rope, and waste treated with asphalt or tar.</p>
20	<p>Cotton goods</p> <p>Includes cotton clothing and all textile materials commonly made of cotton for which the type of material is not specified. These usually include towels, thread, and inexpensive bedclothing.</p>
21	<p>Textile products*</p> <p>Includes products of celanese, hemp, jute, linen, oakum, rayon, silk, sisal, and wool, and all other natural and synthetic textile fibers.</p> <p>Excludes all cotton products and rubber-fiber products.</p>
22	<p>Electrical equipment</p> <p>Includes all electrical heating appliances, electric welding outfits, fixtures, and lighting equipment. Includes electric motors and controlling equipment when ordered and priced separately from the machinery for which they are intended.</p> <p>Excludes motors attached to and priced with machine tools, pumps, refrigerators, etc., where the motor is only an incidental power drive; and all electrical equipment for cars, trucks, gasoline engines, and other construction and transportation equipment. Excludes light bulbs, and wiring supplies.</p>
23	<p>Paving and other construction equipment</p> <p>Includes asphalt kettles and other asphalt heating and handling equipment; compressors and pneumatic digging and hammering tools operated by compressors; cranes, derricks, excavators, and shovels; handling, hoisting, and lifting machinery and equipment; paving and road-building machinery; portable gasoline and diesel engines and pumping equipment; rock, stone, and gravel-crushing, screening, and washing equipment; and power tools.</p> <p>Excludes concrete block and pipe and clay-tile manufacturing machinery and forms; paint spray outfits and compressors; power-driven garage, metalworking, and repair machine tools; and woodworking and machine shop equipment. Excludes accessories and parts for paving and other construction equipment.</p>
24	<p>Machinery and equipment*</p> <p>Includes concrete block and pipe and clay-tile manufacturing machinery; household and sewing-room machinery; paint spray outfits and compressors; power-driven repair machines and machine tools for machine shops, metalworking, and woodworking; surveying, engineering, and scientific precision instruments and equipment; and dental, first-aid, medical and safety equipment.</p>

*Not elsewhere classified.

Code No.	Description
24	Machinery and equipment—Continued. Excludes construction and paving machinery; electric equipment; plumbing, heating, and ventilating equipment; office equipment; transportation equipment; and accessories and parts for miscellaneous machinery and equipment.
25	Transportation equipment Includes trucks, tractors, trailers, wagons, and other material conveyances; passenger autos, busses, station wagons, and survey and transportation trucks; boats, motorboats, and launches; and airplane equipment. Excludes storage batteries, rubber tires and tubes, garage and repair tools, and accessories and parts for transportation equipment.
25a	Machinery and equipment supplies Includes accessories, parts, and supplies for electrical equipment, for paving and other construction equipment, for transportation equipment, and for miscellaneous machinery and equipment. Includes electrical and rubber parts. Excludes accessories and parts for office machinery and equipment, and for plumbing, heating, and ventilating equipment. Excludes rubber tires and tubes.
26	Explosives Includes blasting caps, plugs, and powder; dynamite and dynamite caps; detonating fuses with electric leads ("electric fuses"); and nitroglycerine. Excludes flash powder for photography.
27	Chemicals Includes chemical fertilizers, cleaners, and soaps; and photographic film, papers, and chemicals. Excludes drugs and first-aid chemicals and supplies; floor and furniture polishes and waxes; graphite-in-oil; "natural" fertilizers; and petroleum products.
28	Paints and varnishes Includes enamels; floor, furniture, and auto waxes and polishes; paints; shellacs; varnishes; wood glue; and wood and paper paste and sizing. Excludes office mucilages, pastes, and rubber cements; and stove and metal polishes.
29	Petroleum products Includes all illuminants, lubricants, petroleum-base fuels, and solvents. Excludes benzene or benzol, graphite, and all road oils and road-oil mixes with rock, gravel, or sand, whether of a petroleum base or not.
30	Coal and coke Includes all kinds of coal, coke, and charcoal used for fuel.

Code No.	Description
32	<p>Food products</p> <p>Includes animal foods and cod-liver oil.</p> <p>Excludes grocery purchases of nonfood character, such as bluing, cleaning compound, matches, paraffin, soap, steel wool, etc.</p>
33	<p>Landscaping materials</p> <p>Includes dirt and fill, natural fertilizers, plants, seeds, shrubs, and trees.</p> <p>Excludes chemical fertilizers, lime; and salt hay.</p>
34	<p>Office equipment</p> <p>Includes drafting and drawing instruments and equipment, office furniture and machinery, and printing and duplicating equipment.</p> <p>Excludes blueprinting, developing and duplicating "services." Excludes all office supplies, printing and binding services, and printed forms and letterheads.</p>
36	<p>Rubber products</p> <p>Includes rubber clothing, shoes, and tires and tubes.</p> <p>Excludes hose purchased as part of a complete outfit for pneumatic machinery; rubber cement for office use; and small rubber parts (belts, washers, and hose connections) for machinery.</p>
37	<p>Miscellaneous*</p> <p>Includes composition products for other than building-use, such as bakelite, casein composition materials, cellophane, formica, pyralin, other synthetic plastics, and glass substitutes other than mica; nonmetallic buttons; printed matter (books, charts, magazines, maps, music, and newspapers); dental, first-aid, and medical supplies; office supplies; recreation supplies; salt hay; and all other purchases not elsewhere classified.</p> <p>Excludes composition building materials; dental, drafting, medical, office, safety, and first-aid equipment; and "special purpose" printed forms and schedules.</p>
39-49	RENTALS AND SERVICES
39	<p>Motor vehicles</p> <p>Includes rental of autos, busses, trucks, tractors, trailers, and other motor-drawn equipment rented with or without operator on a time or output basis for transporting passengers or materials.</p> <p>Excludes rental of boom and crane trucks. Excludes cartage, hauling, etc., when the project does not have the exclusive use of the vehicle during the period of the contract but merely pays for the hauling service. Excludes transportation tickets or bus tickets. Excludes rental of tractors in combination with any road-construction equipment. Excludes vehicular transportation paid for by travel voucher.</p>
40	<p>Teams and wagons</p> <p>Includes rental of horses, mules, teams, and animal-drawn conveyances.</p> <p>Excludes rental of concrete and asphalt buggies, carts, and wagons; and motor-drawn carts, trailers, and wagons.</p>

*Not elsewhere classified.

Code No.	Description
41	<p>Construction equipment</p> <p>Includes rental of combined tractor and construction equipment; conveying, excavating, and loading machinery; construction and machine-shop equipment; and rock-crushing and gravel plants.</p> <p>Excludes rental of athletic, canning, duplicating, medical, musical, office, photographic, printing, radio, sewing, and other nonconstruction equipment.</p>
42	<p>Other equipment*</p> <p>Includes rental of medical, dental, first-aid, and safety equipment; motion-picture machines, film, radios, amplifying apparatus, and public-address systems; musical instruments, records, and orchestration; office equipment and machinery; printing, duplicating, and photographic equipment; sewing, canning, and cooking equipment; and all equipment not elsewhere classified.</p> <p>Excludes duplicating and photographic services for finished blueprints, duplications, and prints.</p>
43	<p>Space rentals</p> <p>Includes rental of buildings, camps, garages, playgrounds, and recreation rooms, and other space or building rental.</p> <p>Excludes payments for custodial and janitorial services, heat, gas, electricity, water, and telephone unless such services are included in a lease and cannot be segregated from the space rental.</p>
44	<p>Utility services</p> <p>Includes charges for electricity, gas, heat, light, power, and other utility services.</p> <p>Excludes transportation and communication services.</p>
45	<p>Travel</p> <p>Includes transportation of persons, subsistence and other expenses incidental to travel. Includes street car and taxi fare, mileage and gasoline and oil allowances, and all other expenses authorized by travel regulations.</p> <p>Excludes transportation of things other than incidental baggage carried by the traveler. Excludes rental of trucks and passenger vehicles.</p>
46	<p>Transportation of things</p> <p>Includes charges for transportation of things (including animals) contracted for by government bill of lading, drayage, freight, express, and handling charges.</p> <p>Excludes postage and parcel-post charges.</p>
47	<p>Communication services</p> <p>Includes charges for telegraph, telephone, cable, radio, wireless telegraph, messenger, and other communication services. Includes postage and parcel-post charges.</p> <p>Excludes express charges.</p>

*Not elsewhere classified.

Code No.	Description
48	<p>Printing and binding</p> <p>Includes all contractual services for the printing and binding of books, pamphlets, documents, and other publications. Includes charges for printed forms and letterheads.</p> <p>Excludes charges for ruled ledger paper and forms which are stock items.</p>
49	<p>Contractual services*</p> <p>Includes all contractual services not elsewhere classified, such as those for repair and maintenance of equipment, maintenance of vehicles, photographing, multigraphing, mimeographing, blueprinting, developing, and other duplicating services. Includes charges on construction and other contracts for which the analysis of costs by materials, equipment, supplies, and services is not available.</p> <p>Excludes contracts for the purchase of materials, rental of equipment, or for services classified elsewhere. Excludes sponsors' labor payments reported on WPA Form 710a.</p>
LAND	
50	<p>Land</p> <p>Includes sponsors' expenditures for land, land leases, easements, and rights of way.</p>
PAY ROLL DEDUCTIONS	
51	<p>Pay roll deductions</p> <p>Includes deductions which are applied as reimbursements to nonlabor expenditures.</p>
COMPENSATION	
52	<p>Compensation</p> <p>Includes United States employees' compensation fund payments.</p>

* Not elsewhere classified.

Revised Nov. 8, 1941

Alphabetical Index of Materials, Supplies, and Equipment

Following is the alphabetical classification of expenditures for materials, supplies, and equipment, showing the code number of each item.

Materials,
Supplies, and
Equipment
Groups.

Code No.	Item	Code No.	Item
A		A—Continued	
8	Abrasives:		Aluminum products:
	Bricks	11	Hardware
	Cloth	11	Kitchen tools and utensils
	Discs	28	Paint and powder
	Paper	12	All other
	Powder	8	Alundum abrasive products
	Sleeves	25a	Ammeters
	Stones	27	Ammonia, household
	Wheels	37	Ammonia, inhalant
25a	Accessories and parts for all machinery (excl. rubber tires and tubes)	22	Amplifying equipment
37	Accobinders	37	Ampoules, first-aid
11	Accordion door brackets	27	Amyl acetate
34	Accounting machines	28	Amyl alcohol (fusel oil)
8	Accoustical cement	11	Anchors (for construction work)
27	Acetone	14	Angles and angle irons, structural steel
13	Acetylene heating and welding equipment	32	Animal feed
27	Acetylene gas, compressed	11	Annealed wire (nonelectric)
27	Acids	33	Annual plants
8	Actinic glass	30	Anthracite coal
34	Adding machines	27	Antifreeze compound
34	Addressograph machines	28	Antimony red
37	Adhesive cloth and tape	37	Antiseptics and disinfectants
10	Adzes	10	Anvils
8	Agate (stone)	37	Applicators, iodine
37	Agate boards, file cases, and trays (paper)	15	Arches, corrugated and galvanized (ferrous)
6	Aggregates, crushed stone, rock, etc.	37	Architects' triangular scales
7	Aggregates: sand and gravel, or unspecified composition, or with alternative choice of gravel or stone	22	Arc welding outfits
25a	Air cleaners, pump, engine, and transportation equipment		Armatures (see Electrical parts)
	Air compressors:	37	Army stretchers
23	For construction work	37	Artists' supplies (excl. paint)
24	For nonconstruction work		Asbestos:
24	Air brushes, guns, and sprays	16	Asphalt roofing and shingles
25	Aircraft	8	Boiler covering and insulation
23	Air drills and hammers	8	Building insulation bats, powder, or wool
27	Alcohols	16	Cement, composition
11	Alcohol burners	8	Cement, refractory
9a	Alfalfa valves	16	Pipe covering
12	Alloys, nonferrous (excl. dental)	16	Roofing and shingles (excl. transite)
37	Alloys, dental	8	Textile materials
3	Aluminate cement	8	Transite products
		8	Asbestos—Portland cement products (transite)
		6	Ashes and cinders
		19	Asphalt, bitumen, pitch, and tar

Code No.	Item	Code No.	Item
A—Continued		B—Continued	
16	Asphalt-asbestos products	6	Basalt, crushed
	Asphalt:	37	Baseball supplies
19	Binders	18	Base mold
16	Calking compounds	18	Bases, reed basket
16	Composition building products	37	Basketball supplies
19	Dock paints	18	Basket bases (wood)
19	Emulsion	10	Baskets, brick
19	Felt expansion joints	18	Baskets, wood
23	Kettles and other heating equipment	21	Bass, bahia (fiber)
10	Ladles	11	Bathroom accessories
19	Macadam	13	Bathtubs
19	Mastic cement		Bats and batting:
19	Paint	18	Balsam wool
19	Products (see also Bituminous and tar)	20	Cotton
		8	Mineral and rockwool
16	Roofing felt and shingles	25a	Batteries
37	Shoes	11	Beam clips
10	Tampers (hand)	14	Beams, steel
16	Tile flooring	18	Beams, wood
19	Waterproofing	29	Bearing lubricant
18	Wood paving blocks	12	Bearing metal
18	Astragals, wood	25a	Bearings (see Accessories and parts)
37	Athletic supplies	16	Beaverboard and other composition wall board
22	Audiometers	11	Bed fasteners
25a	Augers and bits	20	Bedclothes, cotton
25	Automobiles	20	Bedding materials, cotton
27	Automobile body cleaner	24	Bed-pan sterilizers and washers
28	Automobile polishes and waxes	28	Beeswax
10	Awls		Bell and spigot pipe:
20	Awnings	9	Cast-iron
10	Axes	4	Clay
		5	Concrete
	B	27	Belt dressing
12	Babbit metal	25a	Belting, belting ropes, and belts: duck, leather, rubber, and textile webbing, for machinery
12	Badges		
24	Baggage trucks (hand)	21	Belts and belting, window cleaners' textile webbing
	Bags:	25a	Belts, paving
21	Burlap	10	Bench vises
20	Cotton	29	Benzene (petroleum)
37	Paper	27	Benzene (benzol—coal tar)
37	Bakelite	10	Bevels
11	Baking utensils, all kinds	20	Bias tape
18	Balsam wool bats, batting, and insulation	11	Bibbs
37	Bandages	19	Binder; asphalt, bituminous, or oil
15	Band iron	37	Binder clips
24	Band saws	21	Binder cloth
33	Bank, clay	37	Binder posts
7	Bank-run gravel	37	Binders (for office use)
14	Bar iron	21	Binding cane
11	Barbed wire	21	Binding cloth
11	Barn-door hardware	25a	Bits, all kinds
18	Barrel staves		Bituminous (see Asphalt and tar)
14	Bars, steel (concrete-reinforcing)		
8	Basalt		

Code No.	Item	Code No.	Item
B—Continued		B—Continued	
16	Bituminous calking cement and compounds	37	Bone buttons
30	Bituminous coal	10	Bone folders
19	Bituminous concrete	33	Bone meal (fertilizer)
19	Bituminous paving materials	21	Bookbinder thread
16	Black calking compound	21	Bookbinding cloth and thread
9	Blackboards; mineral composition, plaster, and slate	21	Book cloth
19	Blackboard trim, wood	34	Bookkeeping machines
13	Blacksmiths' blowers and forges	37	Book pockets
19	Black top	10	Book presses (hand)
25a	Blades, saw (hand and power)	21	Book repair cord
37	Blank office forms (stock)	37	Books
13	Blast furnaces	36	Boots, rubber
26	Blasting caps, fuses, and powder	37	Bow dividers, pencils, and pens
20	Bleached muslin	13	Bowls, lavatory
15	Bleacher seats, iron		Boxes:
15	Blinds, metal	15	Buffalo, cast-iron, entrance, meter, service, and valve (plumbers')
19	Blinds, wood	15	Meter, electric
10	Block and tackle sets	15	Mortar, steel
	Blocks:	18	Mortar, wood
19	Asphalt-wood paving	37	Paper
5	Cinder, cement, and concrete building	18	Wood
37	Blotters	15	Braces, iron or steel
13	Blowers; blacksmiths', forge, furnace, and ventilating	11	Brads, wire
13	Blowtorches	27	Brake fluid, hydraulic
27	Blueing	25a	Brake lining
34	Blueprinting machines		Brass products:
27	Blueprint paper, undeveloped	11	Buckles
	Blueprint service (see Rental Code)	11	Buttons
37	Blueprints, finished	11	Decorations
27	Bluestone (copper sulphate)	11	Hardware
16	Board, composition building:	11	Hooks
	Beaverboard, Celotex, Masonite, or other trade product	9a	Pipe
	Fiber	11	Plumbers' goods
	Gypsum	12	Other (excl. brass dressmaking, hardware, and plumbers' goods)
	Imitation tile	12	Brazing rods, brass and bronze
	Insulating	11	Bread pans
	Plaster		Breakers, circuit (see Electrical parts)
	Wall	10	Brick baskets
	Board:	4	Brick, clay (excl. abrasive, carborundum, concrete, crushed, magnesite, sandlime, and silica):
37	Paper, all kinds including cardboard, lithoboard, and mounting		Common
18	Wood		Enameled
25	Boats (excl. stoneboats and dredges)		Face
27	Boiler compound		Fire
9	Boiler covering and insulation		Hollow
24	Boiler feed pumps		Ornamental
13	Boilers		Vitrified
11	Bolts		Brick (excl. clay):
11	Bombshell flares	8	Abrasive
11	Bomb torches	8	Carborundum
27	Bone black	5	Cement

Code No.	Item	Code No.	Item
	B—Continued		B—Continued
	Brick (excl. clay)—Continued.	11	Bunsen burners
5	Cinder	21	Burlap
5	Concrete	37	Burn treatment
8	Corundum	4	Burned clay products
6	Crushed	25a	Burners (for asphalt kettles)
8	Magnesia	11	Burners; heating, soldering and welding (excl. asphalt kettle)
8	Rubbing	25a	Burners, lamp and lighting equipment
8	Sandlime	28	Burnt colors: umber, sienna, etc.
8	Silica	37	Burrs, dental engine
14	Bridge steel	11	Burrs, riveting
37	Brief cases, leather and fiber	25a	Bus bars
8	Brixment (prepared mortar)	25	Busses, motor
	Bronze products:	9a	Bushing, conduit
11	Hardware	25a	Bushings, auto and truck
12	Metal products (excl. paint, powder, and hardware)	34	Business machines (<i>see also</i> Adding, Bookkeeping, Comptometers, Computing, Typewriters)
28	Paint and powder	18	Butt heading
11	Brooms	37	Button reflectors
10	Brush hooks		Buttons:
	Brushes:	37	Bone, composition, molded, pearl, and plastic
37	Artists'	11	Brass, japanned, and metal
11	Cleaning	11	Butts; brass, iron, and steel
	Electric motor (<i>see</i> Electrical parts)		C
10	Paint	34	Cabinets, filing (steel and wood)
9a	Bubbler cups	13	Cabinets, medicine (bathroom)
11	Buckets	25a	Cable, electric (<i>see also</i> Electrical parts)
37	Buckles; composition, molded, and plastic	15	Cable, hoisting and steel
11	Buckles, metal	37	Calamine lotion
21	Buckram	28	Calimine or kalsomine
10	Bucksaws	27	Calcium carbide or carbide
15	Buffalo boxes	27	Calcium chloride
10	Buffers, hand	27	Calcium hypochlorite or hypo
25a	Buffing heads and wheels	34	Calculating machines
23	Buggies, concrete	37	Calendars and pads
5	Building blocks, concrete	6	Caliche
16	Building board:	10	Calipers
	Beaverboard	16	Calking cements and compounds
	Composition	12	Calking lead
	Gypsum	21	Calking materials: hemp, jute, and oakum
	Imitation tile	16	Calking mineral filler
	Insulating	29	Calumet compound (petroleum lubricant)
	Plaster	27	Camera films (undeveloped)
	Wood fiber	37	Camera films finished
8	Building insulation, mineral	24	Cameras and photographic equipment
18	Building insulation, wood fiber	29	Candles, paraffin
16	Building paper:	21	Cane fiber materials
	Black	11	Canning supplies, hand
	Red	24	Canning equipment, power
	Rosin-sized		
	Waterproof		
8	Building plaster		
8	Building stone		
11	Bulbs, electric		
25a	Bull points		

Code No.	Item	Code No.	Item
C—Continued		C—Continued	
11	Cans, metal		Cement—Continued.
10	Cant hooks	8	Asbestos (refractory)
11	Canteens	19	Asphalt mastic roofing (liquid)
20	Canton flannel	16	Asphalting, all kinds
20	Canvas, cotton	4	Fire-clay (furnace)
37	Canvas stretchers (artists')	3	Hydraulic
26	Caps, blasting	3	Lumnite cement
8	Capstones	3	Magnesia
27	Carbide or calcium carbide	3	Masonry
13	Carbide burning, cutting, soldering, and welding equipment	16	Pipe joint
24	Carbide lights	8	Plaster
28	Carbon black	3	Portland
27	Carbon dioxide gas, compressed (carbonic acid gas)	3	Puzzolan or Puzzolan
37	Carbon paper	5	Ready-mixed (Portland)
8	Carborundum abrasive products	8	Ready-mixed (plaster)
37	Cardboard	4	Refractory (clay)
37	Cards; catalog, file, and record	19	Roofing
10	Carpenters' tools	37	Rubber (office)
20	Carpets, cotton	36	Rubber (vulcanizers')
21	Carpets, wool	16	Sewer joint (G. K. compound)
37	Carpules, Cook's (dental drug)	27	Shoemakers'
11	Carriage bolts	16	Smooth-on
23	Cars, dump (railroad)	37	Sponex
25	Cars, automotive	16	Water-pipe joint
23	Carts, concrete	19	Waterproofing (asphaltic)
34	Cases, file and transfer (metal or wood)	27	Waterproofing (integral, for adding to concrete mix)
	Casing, door and window:	27	Waterproofing (transparent coating for concrete)
15	Ferrous metal	3	White (Portland)
12	Nonferrous metal	5	Cement mortar
19	Wood	5	Cement products: block, pipe, and tile
20	Casing, pillow		
15	Castings, ferrous (excl. cast-iron pipe and fittings)	25a	Center bips
9	Cast-iron pipe and fittings	10	Chain hoists, hand
15	Cast-iron products (excl. pipe and fittings)	24	Chain hoists, power
37	Catalog cards	15	Chain link fencing (incl. braces, posts, and rails)
15	Catch basins	11	Chain (excl. auto and truck)
15	Catch-basin windows	25a	Chains, auto and truck
11	Catches, door	14	Chairs, dowel bar
16	Caulking cements and compounds	34	Chair, steel and wood
21	Celanese	37	Chalk
37	Celophane	37	Chamois skins
21	Celophane reed	15	Channels, furring
37	Celluloid	14	Channels, steel (excl. furring channels)
37	Celluloid strips (dental)	11	Charcoal burners
27	Cellulose (pure)	37	Charcoal, drawing
16	Celotex board, flooring, panels, and tiles	30	Charcoal fuel
	Cement:	37	Charter
9	Acoustical	6	Chart
3	Aluminate	27	Chemicals (excl. dental and medical drugs)
16	Asbestos (composition)	6	Chert
		4	Chimney tile and tops, clay

Code No.	Item	Code No.	Item
C—Continued		C—Continued	
4	Chinaaware (excl. plumbing)	27	Coal-tar chemicals: naphtha, benzene, etc.
13	Chinaaware plumbing fixtures	19	Coal-tar paving materials
6	Chips, marble and stone	11	Coat and hat hooks
27	Chloride of lime	32	Cod liver oil
27	Chlorinated lime	11	Coil units, fire pot (excl. asphalt)
25a	Choke coils	25a	Coil units, fire pot (asphalt heating)
28	Chrome colors	25a	Coils, electrical
	Chutes:	30	Coke
15	Coal (ferrous)	11	Colanders
23	Concrete	19	Cold patch
18	Gravel (wood)	15	Cold-rolled iron (sheet)
15	Gravel (steel)	9a	Cold shuts (valves)
5	Cinder blocks and bricks		Collars (see proper machine heading)
6	Cinders	25a	Collars, shaft
25a	Circuit breakers	4	Colloidal clay and mud
24	Circular saws	28	Coloring powder
10	Clamps, all kinds	28	Colors, artists'
18	Clapboards	28	Colors, raw and prepared
33	Clay-bank, for fill		Commutators (see Electrical parts)
23	Clay diggers (pneumatic)	16	Composition building products:
4	Clay, colloidal and fire		Board
4	Clay grog		Calking cements and compounds
7	Clay mixture with sand and gravel		Expansion joints
4	Clay products (excl. plumbing)		Flooring
	Cleaners:		Packing
27	Chemical, and cleaning compounds		Panels
10	Piston ring groove		Pipe covering and insulation
37	Type		Pipe-joint cements and compounds
24	Vacuum	16	Composition roofing products:
37	Clipboards		Building paper
	Clips:		Roofing
11	Beam and other construction		Shingles
37	Binder	37	Composition products (nonbuilding use):
37	Paper		Bakelite
11	Wire rope		Cellophane
34	Clocks		Celluloid
	Cloth:		Fiber, paper and synthetic
8	Abrasive, carborundum, emery, and garnet		Formica
21	Bookbinding		Molded
21	Celanese		Phenol-resin synthetics
20	Cotton		Plastic
11	Metal screening		Pyralin
21	Rayon		Synthetic materials
21	Silk		Compounds:
37	Tracing	16	Asphalt calking
11	Wire	27	Boiler
21	Wool	16	Calking or caulking
10	Cloth clamps	29	Crater
11	Clothespins	16	G. K. sewer joint
20	Clothing (excl. rubber)	29	Pulling
36	Clothing, rubber	36	Rubber
25a	Clutch lining	19	Sealing, electrical
30	Coal	16	Sewer-pipe joint
11	Coal burners		
15	Coal chutes and doors		

Code No.	Item	Code No.	Item
C—Continued		C—Continued	
	Compounds—Continued.	9a	Copper pipe and fittings (excl. conductor pipe)
27	Soldering	12	Copper products (excl. plumbers' pipe and fittings)
27	Welding		Cord:
	Compressors	21	Book repair
24	Garage and paint spray	20	Cotton
23	Pneumatic drilling and hammering tools	25a	Drop (electrical)
34	Comptometers	37	Paper fiber (Kraft)
19	Concrete, bituminous	21	Textile (excl. cotton)
5	Concrete block, brick, cribbing, curb, gutter, pipe, and tile (pre-cast)	19	Cork
23	Concrete buggies and carts	16	Cork composition products
15	Concrete forms (for curb, pavement, and sidewalk)	15	Corner bead, galvanized iron or steel
25a	Concrete forms (for block, pipe, and tile manufacture)	19	Corner bead, wood
23	Concrete mixers, pavers, and equipment	19	Cornice molding, wood
24	Concrete pipe and tile making machinery		Corrugated metal products:
5	Concrete, ready-mixed	15	Culvert pipe
14	Concrete reinforcing bars, mesh, rods, etc.	15	Pipe (galvanized and sheet-iron)
24	Condensation pumps (for steam heating systems)	12	Pipe (nonferrous)
	Condensers (<i>see</i> Electrical parts)	15	Roofing
15	Conductor pipe and fittings, ferrous	15	Sheet iron
12	Conductor pipe and fittings, non-ferrous	8	Corundum abrasive products
11	Conductor pipe hangers	37	Cosmetics
9a	Conduits and fittings, electrical	37	Cots (excl. metal)
	Connections, pipe:	34	Cots, metal
9	Cast-iron	11	Cotter pins
4	Clay tile	20	Cotton goods
5	Concrete	25a	Countersinks
15	Corrugated culvert	15	Couplers, galvanized culvert
9a	Metal (excl. cast-iron and corrugated culvert)	11	Couplings, hose
19	Construction forms, wood	19	Cove mold
37	Contra-angle dental supplies (incl. abrasives and brushes)	37	Covers, drafting table
	Control apparatus, electric (<i>see</i> Electrical parts)	37	Cover stock
13	Control apparatus, pressure and thermostatic	8	Covering and insulation, boiler
23	Conveyors; dirt, gravel, and sand	16	Covering and insulation, pipe
11	Cooking gadgets, hardware, and utensils	19	Crack fillers, bituminous
32	Cooking supplies: food, groceries, etc.	23	Cranes
37	Cook's carpules (dental)	29	Crater compounds
	Coolers, water (<i>see</i> Water coolers)	37	Crayons
19	Cooperage	27	Creosote
8	Copestones	5	Cribbing, concrete (precast)
12	Copper conductor pipe and flashing		Crosses, pipe:
		9	Cast-iron
		4	Clay
		5	Concrete
		9a	Metal (excl. cast-iron)
		14	Cross bracing, steel
		15	Cross bracing, temporary (iron)
		10	Crosscut saws (hand)
		24	Crosscut saws (power)
		19	Cross ties
		10	Crowbars
		37	Crow-quill pen points
		37	Crown alloy, silver
		19	Crown mold

Code No.	Item	Code No.	Item
	C—Continued		D—Continued
29	Crude oil (excl. road oil)	34	Dictaphones
19	Crude oil for roads	37	Dictionaries
6	Crushed brick; oyster shells, rock, slag, and stone	23	Diesel engines and pumps, portable
23	Crushers and crushing plants, rock and stone	24	Diesel engines, stationary (permanent use)
	Culvert pipe and fittings:	29	Diesel oil
9	Cast-iron	25a	Dies, all kinds
5	Concrete	10	Dippers, asphalt and lead
15	Corrugated metal	11	Dippers, ice cream and kitchen
11	Cupboard-door hardware	33	Dirt
9a	Cups, bubbler	23	Dirt conveyors
15	Curb forms	8	Discs, abrasive
	Curbing:	11	Dishpans, steel and enameled
5	Concrete	37	Disinfectants
15	Metal	13	Dispensers; liquid soap, toilet paper, and towel
8	Stone		Distributors (see Electrical parts)
8	Curbstones	34	Ditto duplicating equipment
25a	Current-limiting reactors	10	Dividers, carpenters
	Cutouts (see Electrical parts)	34	Dividers, drafting
	Cutters:	19	Dock paint, asphalt
24	Cloth (power)	11	Door brackets, accordion
10	Emery wheel (for emery wheel dressers)	15	Door casing, ferrous
10	Glass	18	Door casing, wood
24	Metal (power)	11	Door hardware
34	Paper		Doors:
10	Plug	24	Elevator (mechanical)
10	Wire	24	Fire-engine-house (mechanical)
37	Cutting sticks (for paper cutter)	15	Garage (metal)
11	Cutlery	15	Kalamein
		15	Metal (ferrous)
		12	Metal (nonferrous)
		24	Plane-hangar (mechanical)
		18	Wood
	D		Door screens:
32	Dairy products	12	Nonferrous frames
19	Damp-proofing, mastic	15	Steel frames
28	Deck paint	19	Wood frames
11	Decorations, dressmaking (metal)	18	Door sills
37	Decorations, dressmaking (molded)	14	Dowel assemblies
23	Dehydrators or driers, sand	14	Dowels, steel (reinforcing)
25	Delivery trucks	15	Downspout, galvanized iron
27	Denatured alcohol	12	Downspout, copper or bronze
24	Dental equipment and instruments	34	Drafting equipment and instruments
37	Dental supplies	37	Drafting supplies
27	Deodorants	23	Drag lines
23	Derricks	24	Drainage gates
37	Desk blotters and pads		Drains:
22	Desk lamps, electric	9	Cast-iron (building)
11	Desk locks	15	Cast-iron (street)
34	Desks, metal and wood	9	Cast-iron (wading pool)
22	Detectors, electric	9a	All other
10	Detectors, garage and plumbers' (nonelectric)	15	Drain structures, park type
26	Detonating fuses	34	Drawing and artists' equipment
27	Developing chemicals	34	Drawing boards
24	Developing equipment	10	Drawing knives
37	Diagrams		

Code No.	Item	Code No.	Item
D—Continued		E—Continued	
11	Dressmaking and tailors' weights		cable, and switches), motors and motor controls, rotors, spark plugs, starter parts and starters, stop lights, switches, and wire]
37	Dress patterns		Electrically operated power machinery used in:
28	Driers, paint	23	Construction work
23	Driers, sand	13	Heating (fans, blowers, etc.) for buildings
25a	Drill bits and points, hand and power	24	Nonconstruction work
10	Drill presses, hand	25	Transportation
24	Drill presses, power		Electric contrivances:
25a	Drill rods, pneumatic	25a	Batteries; storage
	Drills:	13	Blowers (forge, coal and oil burner, and venting)
24	Electric	34	Fans (office)
10	Hand	22	Fixtures: lights and lighting equipment
24	High-speed	26	Fuses (blasting)
23	Pneumatic	22	Irons
	Drinking fountains:	22	Meters
24	Electric	24	Refrigerators
13	Plumbing fixture (nonelectric)	22	Steam irons
15	Portable	22	Telephone and telegraph equipment
32	Drinking water, bottled	22	Electric welding equipment
23	Drivers, pile and sheeting	15	Electric welding rods, ferrous
25a	Drop cords	12	Electric welding rods, nonferrous
25a	Drop hanger bearings, collars, and frames	25a	Electric wiring supplies
37	Drugs (dental and medical)	25a	Electrolocks
15	Drums, steel (kerosene, molasses, and oil)	24	Elevators and equipment (buildings)
37	Dry-mounting tissue	23	Elevators (construction)
25a	Duck belts (for elevating graders and rock crushers)	37	Ellipses (drafting)
15	Ducts, ventilating		Ells:
25	Dump trucks	9	Cast-iron
34	Duplicating machines and equipment	4	Clay
37	Dust covers, drafting table	5	Concrete
6	Dust, stone	9a	All other metal
27	Dyes	20	Embroidery floss, mercerized and cotton
26	Dynamite	21	Embroidery floss, silk
26	Dynamite caps and fuses	37	Emergency first-aid kits
22	Dynamos	25a	Emergency flare kits
	E	8	Emery abrasive products
4	Earthenware	10	Emery wheel cutters
15	Eave troughs, ferrous	19	Emulsified asphalt
11	Eave trough hangers	13	Enameled iron plumbing and sanitary ware
11	Elbows, stove-pipe	11	Enameled kitchen ware
22	Electrical hearing equipment, all kinds	27	Enamels, china glazing
25a	Electrical insulators	23	Enamels, metal and wood
25a	Electrical parts and accessories for machinery and equipment [am-meters, armatures, batteries, breakers, brushes, cable, coils, commutators, condensers, cutouts, distributors, electrolocks, field coils and fields, fuses, generators, horn buttons and horns, ignition parts, light assemblies (bulbs,	24	Engineering instruments
			Engines; diesel, gas, and steam:
		23	Auxiliary, donkey, hoist, and portable

Code No.	Item	Code No.	Item
E—Continued		F—Continued	
	Engines; diesel, gas, and steam—Continued.		Ferrules:
24	Stationary (for permanent use in buildings)	9	Cast-iron pipe
24	Enlarging equipment (photographic)	11	Metal (excl. pipe)
15	Entrance boxes	9a	Plumbers' pipe (excl. cast-iron)
37	Erasers, all kinds	16	Feltex insulation
10	Euclids		Fence posts:
33	Evergreens	5	Concrete (precast)
23	Excavating machinery	15	Steel
18	Excelsior	18	Wood
11	Expansion bolts	15	Fencing wire and gates
19	Expansion joint filler, asphaltic		Fertilizer:
16	Expansion joint material, cork and rubber mixture	33	Bone meal
	Expansion joints:	27	Chemical
19	Asphaltic and bituminous felt	33	Natural (manure, guano, etc.)
16	Composite and composition		Fiber:
15	Iron and steel	20	Cotton
12	Nonferrous	16	Paper (building products)
11	Plumbers' (excl. pipe joints)	37	Paper (office)
36	Rubber	21	Other
9a	Pipe (steel or other)	16	Fiber board:
18	Wood		Beaver
15	Expansion shields and sleeves		Composition
13	Expansion tanks		Imitation tile
11	Expansive screw anchors		Insulating
26	Explosives		Wall
18	Exterior trim		Wood
24	Extinguishers, fire	37	Fiber cord (paper)
37	Eyecups	37	Fiber suitcases and traveling cases
37	Eye-dressing packets		Fields and parts (see Electrical parts)
	F	34	File bases
25a	Fan belts	34	File cases
13	Fans; blower, forge, oilburner, and ventilating	34	Files, office
34	Fans, electric (office)	10	Files (tool)
11	Fasteners (excl. office)	34	Filing cabinets, steel and wood
37	Fasteners, office	33	Fill for landscaping
	Faucets:	11	Filler cans, oil and spring-bottom
9a	Plumbing		Fillers:
11	Gate (kerosene, oil, and molasses)	19	Crack (bituminous)
11	Lock-lever handle	19	Expansion joint (bituminous)
21	Feather pillows	28	Paint
10	Feathers and plugs	19	Traverse joint (bituminous)
24	Feed pumps, boiler	27	Films, camera (undeveloped)
24	Feed pumps, gasoline meter	37	Films, camera (finished)
8	Feldspar	4	Filter bottoms, clay
	Felt:	7	Filter sand
16	Asphalt, bituminous and coal tar	37	Fingerstalls or tips, rubber
20	Cotton (mattress and padding)	11	Fire boxes and grates
16	Pipe insulation	4	Fire-box lining, clay
21	Wool or other (excl. pipe insulation)	4	Fire, brick
		4	Fire clay
		4	Fire-clay products
		14	Fire escapes
		24	Fire extinguishers
		9	Fire hydrants
		9	Fire plugs, cast-iron

Code No.	Item	Code No.	Item
F—Continued		F—Continued	
	Fire-pot coil units:	13	Forges
25a	Asphalt kettles	37	Formica
11	Other heating equipment	34	Formagraph equipment
26	Fireworks		Forms:
37	First-aid kits and supplies	25a	Concrete block, pipe, and tile manufacture (metal)
32	Fish	18	Construction (wood)
	Fittings, pipe (<i>see</i> Pipe and fittings)	15	Curb (metal)
22	Fixtures, electrical	37	Office and record printed forms (<i>see</i> Rental Code)
34	Fixtures, metal (office)	15	Pavement (metal)
20	Flags, cotton	15	Sidewalk (metal)
21	Flags (excl. cotton)		Fountains, drinking:
15	Flagpoles, steel	24	Electric
18	Flagpoles, wood	13	Plumbing fixture (nonelectric)
8	Flagstone	15	Portable
	Flanged pipe (<i>see</i> Pipe and fittings)		Frames:
25a	Flare kits, emergency	15	Metal
25a	Flares, truck and safety	18	Quilting and weaving
27	Flash powder, photographic	18	Wood
12	Flashing, nonferrous	14	Framework, steel
15	Flashing, sheet-iron or galvanized	10	Framing squares
14	Flats, steel	11	Freezers, ice-cream
8	Flint	10	Fret saws (hand)
21	Florida Key sponges	24	Fret saws (power)
9	Floor drains, cast-iron	20	Friction tape
9a	Floor drains (excl. cast-iron)	15	Frogs, railroad
10	Floor sanders, hand	11	Frying pans
24	Floor sanders, power	29	Fuel oil
	Flooring, composition:		Fuels:
16	Asphalt tile	27	Acetylene
16	Celotex, Masonite, or other composition	27	Alcohol
16	Cork composition	30	Charcoal
8	Magnesite	30	Coal
16	Wood fiber	30	Coke
8	Terrazo	27	Gas, bottled
8	Flooring, stone		Gas, utility (<i>see</i> Rentals and Services)
18	Flooring, wood	29	Gasoline
28	Floor polish and wax	29	Oil
	Floor tile:	18	Wood
16	Composition (asphalt, cork, plaster, and wood-fiber)	13	Furnaces, blast and lead-melting
8	Magnesite, terrazo, and stone	8	Furnace cement, asbestos
4	Vitreous clay	4	Furnace cement, fire-clay
33	Flowers	11	Furnace grates
37	Floss, dental	15	Furring channels
20	Floss; embroidery, mercerized, and cotton	28	Furniture polish and wax
21	Floss, silk	10	Furniture sanders, hand
4	Flue lining, fire-clay and tile (clay)	24	Furniture sanders, power
27	Flux, soldering and welding	34	Furniture, steel and wood
37	Folders, office	28	Fusel oil
32	Food (incl. animal food)		Fuses:
37	Football supplies	26	Detonating
13	Forge blowers and fans	25a	Electric (<i>see</i> Electrical parts)
		26	Electric blasting
		25a	Fusees (transportation equipment)

Code No.	Item	Code No.	Item
	G		G—Continued
	Galvanized products:		Gauges—Continued.
15	Culvert pipe and couples	10	Hand
11	Hardware	11	Heat, pressure, and vacuum
13	Iron boilers	25a	Machine (accessory)
11	Kitchen pots, pans, tools, and gadgets	37	Gauze (bandage)
9	Pipe and fittings, cast-iron		Generators:
9a	Pipe and fittings (excl. cast-iron)	13	Acetylene (portable)
15	Sheet flashing and roofing	25a	Electric (see Electrical parts)
22	Galvanometers (scientific)	24	Gas lighting
37	Games and game supplies	13	Gas (portable)
	Garage equipment:	22	Motor
24	Compressors	10	Gimlets
10	Tools (hand)	14	Girders, steel
24	Tools (power)	16	G. K. compound
	Garage doors:	8	Glass, all kinds
24	Mechanical	10	Glass cutters
15	Metal	8	Glass globes (excl. electrical)
18	Wood	25a	Glass globes, electrical (excl. bulbs)
36	Garden hose	7	Glass sand
9	Garnet abrasive products	37	Glass sponge cups
27	Gas, compressed:	37	Glass substitutes (excl. mica)
	Acetylene	8	Glass substitutes (mica)
	Hydrogen	9	Glassware
	Oxygen	27	Glazing liquid (enamel)
11	Gas burners and gas cutting and welding supplies	11	Glazing points
23	Gas engines and pumps, portable		Globes:
24	Gas engines and pumps, stationary (permanent use)	8	Glass (lantern)
13	Gas generators, portable	25a	Glass (electrical)
24	Gas generators (lighting)	9	Ruby
25a	Gaskets		Gloves:
9	Gas mantles	20	Cotton
37	Gas masks	37	Leather
24	Gas meters	20	Leather and cotton
11	Gas torches	36	Rubber
29	Gasoline	28	Glue
11	Gasoline burners and torches	11	Glue pots, nonelectric
23	Gasoline engines and pumps, portable, Le Roi and Hercules, etc.	22	Glue pots, electric
24	Gasoline engines and pumps (permanent installation)	27	Glycerin
24	Gasoline meters, pumps, tanks, etc.	37	Goal nets
9	Gas pipe, cast-iron	37	Goggles and replacement parts
9a	Gas pipe (excl. cast-iron)	28	Gold leaf
13	Gas welding equipment	23	Graders, road
24	Gates, drainage and irrigation	9	Granite, building
	Gate faucets and valves:	6	Granite, crushed
9	Cast-iron	27	Graphite
11	Kerosene, molasses, and oil	29	Graphite-in-oil
9a	Metal (excl. cast-iron, kerosene, molasses, and oil)		Graphited packing (see Packing)
	Gauges:	21	Grass twine
25a	Gasoline tank	11	Grates, fire and furnace
		7	Gravel
		7	Gravel (clay binder)
		7	Gravel and stone aggregates
		13	Gravel chutes, wood
		15	Gravel chutes, steel
		23	Gravel conveyors
		32	Grease, cooking

Code No.	Item	Code No.	Item
G—Continued		H—Continued	
29	Grease, lubricating	11	Hardware, small gadgets, and kitchen utensils
10	Grease guns, hand	23	Harrow
24	Grease guns, power	11	Hasps
15	Grilles, iron or steel	10	Hatchets
12	Grilles, nonferrous		Hay:
10	Grinders, hand	32	Animal feed
24	Grinders, power	33	Landscaping
8	Grinding compounds (abrasives)	37	Salt
8	Grinding wheels	25a	Headers for concrete product forms
8	Grindstones	19	Heading, butt (wood)
32	Groceries	11	Heat gauges
4	Grog (clay)		Heat insulating wool:
10	Grub hoes	8	Mineral
33	Guano	19	Wood
15	Guard rails, steel	13	Heat regulators
18	Guard rails, wood	22	Heaters, electric
37	Guides, index	23	Heating units, asphalt
37	Gummed reinforcements	13	Heating units (excl. asphalt)
24	Guns, air and sprav	37	Hectograph duplicating supplies
14	Gussets (steel work)	19	Heddle frame, wood
15	Guttering, iron	37	Helen Horne (type cleaner)
12	Guttering, copper and bronze	37	Helmets, mine and safety
15	Guy wire and appurtenances	21	Hemp fiber, packing, and rope
8	Gypsum and gypsum plaster	23	Hercules motors
16	Gypsum board:	25a	Hexagonal tool steel, $\frac{1}{2}$ " or more
	Building	37	Highway reflectors
	Composition	16	High-pressure packing
	Imitation tile		High-pressure pipe (see Pipe and fittings)
	Plaster	11	Hinges and hinge straps
	Wall	10	Hoes
		15	Hoisting cable
	H	11	Hoisting pulleys
	Hammers:	10	Hoists, hand
23	Air	24	Hoists, power (nonconstruction)
10	Hand tool	8	Hones
23	Pile-driving	11	Hooks, hardware and sewing
23	Riveting (air)	10	Hooks, cant
24	Riveting (electric)	25a	Hoppers (for concrete product manufacture)
23	Sheeting (power)	25a	Horns and horn buttons
23	Shore	37	Horseshoes, recreation
18	Handles, wood (tool)	15	Horseshoes (for shoeing)
10	Hand gauges	25a	Hose and hose couplings, compressed air
13	Hand railing, wood	36	Hose, garden
9	Handrails and fittings, cast-iron	25a	Hose, pneumatic and paint sprayer
15	Handrails and fittings, ferrous (excl. cast-iron)	11	Hose couplings, nozzles, and washers (garden)
	Hand tools (see Tools and instruments)	19	Hot patch
25a	Hanger bearings, collars, and frames	24	Household ammonia
11	Hangers:	11	Household thermometers
	Conductor pipe	28	House paint
	Door	9	Hydrants, fire
	Eave trough	27	Hydraulic brake fluid
	Pipe		
	Pole		

Code No.	Item	Code No.	Item
H—Continued		I—Continued	
3	Hydraulic cement	Iron	
10	Hydraulic jacks, hand	14	Angle (structural)
24	Hydraulic jacks, power	15	Band
8	Hydraulic lime	15	Cold-rolled
23	Hydraulic machinery	15	Pig
27	Hydrochloric acid	15	Sheet
27	Hydrogen gas, compressed	15	Strap
10	Hydrometers	13	Iron boilers
25a	Hydrospears, pump	15	Iron flashing, roofing, and sheeting
27	Hypo or calcium hypochlorite	11	Iron hardware and kitchenware
I		15	Iron ingots, straps, and sheets
11	Ice-cream dippers, dishers, and freezers	Iron pipe and fittings:	
25a	Ignition apparatus	9	Cast
29	Illuminating fuel and oil	15	Corrugated
16	Imitation tile board:	15	Culvert
	Composition fiber	9a	Plumbing (excl. cast-iron)
	Gypsum	9	Soil pipe
	Plaster	9a	Steam
	Wall board	9a	Water pipe (steel)
21	Imitation leather (textile)	18	Ironing boards
37	Imitation leather (paper)	13	Iron sanitary fixtures
22	Incandescent lamps, electric (see Electrical parts), excl. bulbs	22	Irons, electric
13	Incinerators	10	Irons, soldering (hand tool)
37	Index binders, guides, and tabs	22	Irons, soldering (electric)
21	India twine	14	Iron stairs
	Indicating instruments (see Measuring instruments)	24	Irrigation gates
25a	Induction voltage regulators	Irrigation pipe:	
15	Ingots, ferrous	4	Clay
12	Ingots, nonferrous	5	Concrete
37	Ink	9	Cast-iron
37	Ink eradicators	J	
37	Inkwells	23	Jack hammers, pneumatic
15	Inlet castings	Jacks:	
	Instruments (see Tools and instruments)	10	Hand
	Insulated cable and wire (see Electrical parts)	24	Hydraulic (power)
18	Insulating bats, balsam wool	10	Jacob staffs
8	Insulating bats, rock wool	28	Japan black
16	Insulating board:	28	Japan drier
	Beaverboard	11	Japanned buckles, buttons, hooks, snaps, and decorations
	Building	10	Jig saws, hand
	Composition	24	Jig saws, power
	Fiber	8	Joint runners, asbestos
	Wood fiber	12	Joint runners, lead
8	Insulating material, boiler	21	Jute-fiber materials
16	Insulating material, pipe	K	
25a	Insulators (electric)	28	Kalsomine
28	Interior paints	21	Kapok-fiber materials
18	Interior woodwork	8	Keene's cement
37	Iodine: ampoules, applicators, and tinctures	18	Kegs
		29	Kerosene
		23	Kettles, asphalt and tar
		11	Kettles, cooking
		12	Kinhead metal

Code No.	Item	Code No.	Item
	K—Continued		L—Continued
11	Kitchen gadgets, hardware, tools, and utensils	37	Leather suitcases and traveling cases
37	Kits, first-aid	10	Leather-working tools
25a	Kits; flare, fuse, light bulb, and other repair	23	Le Roi motors
25a	Knife switches	37	Letter scales
	Knives:	10	Levels, carpenters'
10	Drawing	24	Levels, engineering
11	Kitchen	22	Lights, electric (see Electrical parts)
10	Putty	24	Lights, nonelectric
24	Kodak developing, photographing, and printing equipment	8	Lime (excl. chlorinated)
37	Kraft paper products (excl. building paper)	27	Lime, chlorinated
	L	8	Lime mortar
	L's (see Ells)	8	Limestone, building and construction
37	Lables	6	Limestone, crushed
28	Lacquers	6	Limestone and slag screenings
18	Ladders, wood	21	Linen products
10	Ladles, asphalt	25a	Lining, brake and clutch
11	Ladles, kitchen	4	Lining, fire-box (clay)
11	Lag bolts and screws	4	Lining, flue (clay)
28	Lamp black	16	Linoleum
25a	Lamp guards	28	Linseed oil
22	Lamps, electric	18	Lintels, wood
24	Lamps, nonelectric	15	Lintels, steel
33	Landscaping materials	37	Liquid enamel (dental)
8	Lantern globes, clear or ruby	27	Liquid glazing enamel
20	Lantern wicks	13	Liquid-soap dispensers
11	Lanterns	37	Lithoboard
11	Latch sets	28	Lithopone
15	Lath, metal	25a	Loading coils, electric
18	Lath, wood	33	Loam
24	Lathes	15	Locker-room partitions, metal
13	Laundry tubs, stationary	34	Lockers and cabinets, steel and wood
13	Lavatories	11	Lock-lever handle faucets
10	Lawn mowers, hand	11	Locks
24	Lawn mowers, power	11	Lock sets, door and window
11	Lawn sprays	9a	Locknuts, conduit
11	Lead anchors	18	Logs
16	Leadite joint compound	24	Looms and equipment, power
13	Lead-melting furnaces	29	Lubricating oils and greases
28	Lead pigments: white and red lead	3	Lumnite cement
9a	Lead pipe	24	Luggage trucks
12	Lead products:		M
	Calking	19	Macadam, asphaltic
	Flashing	6	Macadam, nonasphaltic (waterbound)
	Ingots	25a	Machine gauges, accessory
	Pig, pit, and sheet lead	25a	Machine pulleys
37	Leads, pencil		Machine tools:
25a	Leather belting, machinery	23	Construction
37	Leather gloves	24	Nonconstruction
20	Leather and cotton gloves		Machinery:
	Leather, imitation (see Imitation leather)	23	Excavating
		23	Hydraulic
		24	Metalworking
		24	Woodworking
		34	Machines, business

Code No.	Item	Code No.	Item
M—Continued		M—Continued	
24	Machines, motion-picture	13	Medicine cabinets
24	Machines, sewing	14	Mesh, wire (for reinforcing concrete)
10	Machinists' precision tools and instruments	11	Mesh, wire (for screening)
37	Magazines, purchases and subscriptions		Metal products:
16	Magnesia pipe covering and insulation	9	Cast-iron pipe and fittings
9	Magnesia products (excl. pipe covering)	23	Construction machinery and equipment
8	Magnesite flooring	10	Hand tools
25a	Magnetos	11	Hardware and kitchenware
25a	Magnets	13	Heating, plumbing, and ventilating equipment
24	Magnifying glasses	24	Nonconstruction machinery and equipment
23	Maintainers, road	12	Nonferrous*
10	Mallets	15	Other iron and steel*
29	Manganese green	14	Structural steel
24	Mangle, electric	11	Metal buckles, buttons, hooks, snaps, and decorations
15	Manhole covers, frames, and steps		Metal casing (see Casing)
21	Manila fiber products	11	Metal cloth (for screening)
37	Manila paper	14	Metal cloth (for reinforcing)
8	Mantles, Coleman lantern and gas	34	Metal furniture
33	Manure	15	Metal lath
37	Maps		Metal pipe (see Pipe and fittings)
	Marble:	27	Metal polish
9	Building	15	Metal molding, ferrous
6	Chips	12	Metal molding, nonferrous
6	Crushed	15	Metal panels
6	Marl		Metal roofing (see Roofing)
37	Masking tape	15	Metal signs
16	Masonite products		Meter boxes:
3	Masonry cement	15	Buffalo, entrance, electric, and water
8	Masonry stone	22	Meters, electric
21	Mason's twine	24	Meters; gas, gasoline, and water
19	Mastic cement, asphaltic	27	Methyl alcohol
19	Mastic damp proofing	8	Mica (glass substitute)
16	Mastic flooring, nonmineral	10	Micrometers
8	Mastic flooring, mineral	24	Microscopes
27	Matches	10	Mill files
37	Mathematical tables, printed	18	Millwork (wood)
37	Mats, mimeograph and other duplicating	34	Mimeograph equipment
10	Mattocks	37	Mine safety helmets
20	Mattresses, cotton-felt		Mineral filler:
10	Maul plugs	16	Calking
	Measuring, indicating, and recording instruments:	8	Heat insulation
25a	Electric	23	Paint
10	Nonelectric	8	Mineral products, nonmetallic*
10	Measuring rules, tapes, and sticks	29	Mineral spirits
11	Measures, oil (cans)	16	Mineral-surfaced roofing and shingles
32	Meats	8	Mineral wool: bats, batting, and insulation
10	Mechanics' tools	8	Mirrors
37	Medals	10	Miter boxes
24	Medical, dental, first-aid, and safety equipment	10	Miter squares
37	Medical supplies		

* Not elsewhere classified.

Code No.	Item	Code No.	Item
M—Continued		M—Continued	
23	Mixers, concrete	18	Newel posts, wood
9a	Mixing valves, thermostatic	37	Newspapers
37	Modeling clay		Nickle-plated products (see Cross-reference to product)
25a	Moilpoints (for hand and power drills)	10	Nippers
37	Moisteners	26	Nitroglycerin
11	Molasses faucets	18	Nosing, wood
37	Molded buckles, buttons, and decorations	15	Nosing, metal (ferrous)
16	Molded composition building products	11	Nozzles, hose
15	Moulding, metal (ferrous)	11	Nuts
12	Molding, metal (nonferrous)		• 0
7	Molding sand		
18	Molding, wood	27	Oakite
12	Monel metal	21	Oakum fiber materials
10	Monkey wrenches	28	Ochre
11	Mop handles	25a	Octagonal tool steel $\frac{3}{4}$ " or more
11	Mop heads	34	Office equipment and machinery
11	Mops	37	Office supplies (excl. printing and binding)
15	Mortar boxes, steel		Oil:
18	Mortar boxes, wood	29	Crude (excl. road oil)
	Mortar:	29	Fuel
5	Cement and concrete	29	Illuminating
8	Lime, masons', and plaster	29	Lubricating
8	Prepared (Brixment)	28	Paint mixing and polishing
11	Mortise locks	29	Paraffin
33	Moss, peat	19	Road
24	Motion-picture machines	13	Oil burners (heating of buildings)
25	Motorboats	28	Oil colors
25	Motorbusses	11	Oil faucets
22	Motor-generator sets	11	Oil filler cans, measures, and spring-bottom cans
25	Motor trucks	8	Oil stones
	Motors, electric (see Electrical parts)	23	Oilers, road
23	Motors, gasoline: Le Roi, Hercules, and other portable	8	Onyx
37	Mounting board	13	Open-range boilers
37	Mounting tissue	20	Organdie
37	Mucilage	25a	Outlet boxes, conduit (excl. meter and switch boxes)
27	Muriatic acid	25a	Outlets, electric
20	Muslin, all kinds	20	Outing flannel
37	Music, sheet	11	Overall buckles, buttons, etc. (metal)
6	Mussel shells	37	Overall buckles, buttons, etc. (composition)
	N		Overdoors, garage (see Garage doors)
11	Nails, all kinds	27	Oxygen gas, compressed
27	Naphtha (coal-tar)	6	Oyster shells, crushed or whole
29	Naphtha (petroleum)		P
3	Natural cement		Packing:
33	Natural fertilizers	16	Asbestos composition
11	Needles, hand	16	Good luck
25a	Needles, sewing machine	16	Graphited (asbestos base)
37	Negative preservers (paper)	21	Graphited (textile base)
37	Nets; basketball, goal, table tennis, etc.	21	Textile fiber
11	Netting, poultry and wire	16	Vellumoid
15	Newel posts, steel		

Code No.	Item	Code No.	Item
P—Continued		P—Continued	
11	Padlocks	28	Paris yellow
37	Pads; calendar, desk, and other office	15	Partitions, metal
11	Pails		Parts (see Accessories and parts)
	Paint:	37	Paste, office
19	Asphaltic	28	Paste, wall paper
19	Dock (asphaltum)	19	Patching material, bituminous
28	House	23	Patrols, road
28	Silk stencil	37	Patterns, dress
37	Paint brushes, artists'	23	Pavers and paving machinery
10	Paint brushes, painters'	25a	Paving belts
28	Paint driers	19	Paving blocks, asphalt-treated wood
28	Paint fillers	19	Paving material, asphalt
28	Paint-mixing oil	5	Paving material, concrete (ready mixed)
28	Paint removers	8	Paving stone
10	Paint scrapers	15	Pavement forms
24	Paint sprayers and compressors	37	Pearlbuckles, buttons, and decorations
28	Paint thinners		
24	Painters' compressors, platforms, sprayers, stages, and trestles	33	Peat moss
37	Pallets, artists'	7	Pebbles
25a	Pallets (for concrete product manufacture)	37	Pencils
	Panels:	37	Penholders, pen points and penstiffs
16	Celotex, Masonite, or other composition	37	Pens
22	Electric	37	Pen trays
15	Metal (ferrous)	11	Pepper shakers
18	Plywood and wood	28	Perilla oil
11	Pans	27	Permatex auto cleaner
34	Pantographs	28	Permatex auto polish
	Paper:	33	Perennials
8	Abrasive	29	Petroleum products (excl. road oil)
27	Blueprint (undeveloped)	16	Phenol-resin composition building panel
16	Building	24	Photographic apparatus
37	Carbon	27	Photographic chemicals
8	Carborundum	27	Photographic film (undeveloped)
8	Emery	37	Photographic film (finished)
8	Garnet	27	Photographic flash powder
37	Kraft	10	Picks
37	Office	15	Pig iron
8	Sand	12	Pig copper, lead, tin, and zinc
16	Sheathing	28	Pigments
37	Stationery	23	Pile drivers and hammers
37	Toilet	19	Piling, wood
37	Tracing	20	Pillow casing and tubing
37	Wrapping	21	Pillows
37	Writing	10	Pincers
37	Paperboard	37	Ping-pong supplies, excluding tables
37	Paper boxes	11	Pins and needles
37	Paper clips	11	Pins, rolling
37	Paper-cutting sticks		Pipe and fittings (bends, caps, crosses, ells, ferrules, plugs, reducers, stop-cocks, tees, traps, valves, wyes, etc.):
37	Paper stencils	9	Asphalted cast-iron
37	Paper towels	9a	Asphalted steel conduit
29	Paraffin	9a	Black
29	Paraffin oil		
28	Paris green		

Code No.	Item	Code No.	Item
P—Continued		P—Continued	
	Pipe and fittings—Continued.	4	Pitchers (pottery)
9a	Brass, bronze, and copper (plumbing)	10	Pitchforks
12	Brass, bronze, and copper (guttering)	24	Planers, power (woodworking)
9	Cast-iron	23	Planers, road
9a	Cement-lined steel	10	Planes
4	Clay and vitreous tile	34	Planigraphs
5	Concrete and cement	24	Planimeters
15	Conductor (galvanized iron or steel)	18	Planing mill products
12	Conductor (nonferrous)	34	Planograph equipment
9a	Conduit, electrical	37	Plans, charts, maps, etc.
9a	Conduit, water (steel)	8	Plasters; building, gypsum, and wall
15	Corrugated (galvanized, iron, and steel)	16	Plaster board:
12	Corrugated (nonferrous)		Composition
9	Culvert (cast-iron)		Gypsum
5	Culvert (concrete)		Imitation tile
15	Culvert (galvanized iron and steel)		Wall board
15	Downspout (iron and galvanized)	8	Plaster cement and mortar
12	Downspout (nonferrous)	8	Plaster of paris
9	Galvanized (cast-iron)	37	Plastic buckles, buttons, and decorations
15	Galvanized (culvert and guttering)	19	Plastic roofing cement
9a	Galvanized (plumbing)	16	Plastic wood
9	Gas (cast-iron)	8	Plate glass
9a	Gas (excl. cast-iron)	25a	Plates, shoveling (for concrete block manufacture)
9a	Gasoline pump connection	14	Plates, steel
9	Iron (cast)	24	Platforms, painters'
15	Iron (culvert and guttering)	24	Playground equipment
9a	Iron (plumbing)	10	Pliers
9a	Lead	10	Plug cutters
9a	Plumbers' (excl. cast-iron)		Plugs:
9a	Steam	9	Cast-iron
15	Steel (culvert and guttering)	4	Clay and tile
9a	Steel (electrical conduit)	5	Concrete
9a	Steel	9a	Pipe (excl. cast-iron)
11	Stove	10	Maul
9	Vent (cast-iron)	10	Plugs and feathers
9a	Vent (excl. cast-iron)	10	Plumb bobs
4	Vitreous clay	11	Plumbers' metal goods (excl. pipe and fittings)
9	Water pipe (cast-iron)	13	Plumbing fixtures, chinaware
9a	Water pipe (iron, galvanized, and steel)	18	Plywood products
9a	Water pipe (nonferrous)		Pneumatic equipment:
9a	Well pipe (excl. cast-iron)	23	Construction work
9a	Wrought iron and steel	24	Nonconstruction work
16	Pipe cement		Points, ignition (see Electrical parts)
16	Pipe covering and insulation	37	Points, pen
9a	Pipe expansion joints	37	Poison-ivy lotion or treatment
11	Pipe hangers	10	Poleaxes
	Pipe insulation (see Pipe covering)	11	Pole hangers
16	Pipe-joint cement	15	Poles, steel
11	Pipe straps	18	Poles, wood
10	Piston-ring removers and groove cleaners	28	Polishes and waxes
7	Pit gravel	25a	Polishing heads
19	Pitch; coal, tar, and pine	25a	Porcelain electrical insulators

Code No.	Item	Code No.	Item
P—Continued		P—Continued	
13	Porcelain sanitary ware (plumbing)	8	Pumice
23	Portable engines and pumps	Pumps and equipment:	
3	Portland cement	24	Boiler, feed, and condensation
37	Post binders	24	Gasoline meter
10	Posthole diggers	10	Hand
15	Posts, fence (steel)	24	Permanent (power)
18	Posts, fence (wood)	23	Portable (diesel, gasoline, and steam)
11	Pots and pans	34	Punches, office
4	Pottery	24	Punches, power
11	Poultry netting	16	Putty and pipe-joint compounds and cements
37	Pounce (drafting powder)	3	Puzzoluan cement
	Powder:	37	Pyralin
28	Coloring	8	Pyrometric cones, Seager
37	Drafting or tracing	Q	
27	Flash (photographic)	8	Quarry-stone tile, unburned
37	Talcum	18	Quarter-round molding
23	Power construction and road equipment	8	Quartz
24	Power jacks and other garage power tools	8	Quicklime
24	Power machinery (nonconstruction and shop)	18	Quilting frames
24	Power sprayers	R	
	Precision instruments:	13	Racks, toilet paper and towel
24	Engineering and scientific (complicated)	13	Radiators
10	Hand operated	22	Radio apparatus
28	Prepared colors	21	Raffia, reed and cane
11	Preserving kettles	20	Rags, cotton
	Presses:	21	Rags (excl. cotton)
10	Book	Railings:	
10	Drill, hand	9	Cast-iron pipe
24	Drill, power	15	Iron or steel
13	Pressure control equipment	9a	Iron or steel pipe (excl. cast-iron)
11	Pressure cookers	15	Metal bar
11	Pressure gauges, heating plant	12	Nonferrous
16	Presswood wall board (prestwood)	18	Wood
27	Prestolite gas in tanks (acetylene)	15	Railroad frogs, rails, and switches
24	Prestolite lighting equipment	18	Railway sleepers or ties, wood
27	Prestone antifreeze	15	Rails, guard (steel)
	Printed forms, "special purpose" (see "Printing" under Rentals and Services)	18	Rails, guard (wood)
37	Printed tables (mathematical and statistical)	15	Rails, steel
12	Printers' type	10	Rakes
27	Printing chemicals (photographic)	24	Range rods
34	Printing machinery	10	Rasps
24	Printing equipment (photographic)	25a	Ratchet attachments, power
37	Printing ink	10	Ratchets, hand
22	Public-address systems	28	Raw colors (umber and sienna)
	Pulleys:	21	Rayon goods
11	Hoisting	25a	Reactors, current-limiting
25a	Machine and shaft	5	Ready-mixed concrete (Portland)
29	Pulling compounds	8	Ready-mixed cement (plaster)
10	Pulling irons	Reamers:	
		11	Fruit
		10	Hand
		24	Power
		10	Ridge

Code No.	Item	Code No.	Item
R—Continued		R—Continued	
37	Record binders, blanks, cards, and forms (excl. printed forms)	6	Rock, crushed
24	Recorders, water-stage	23	Rock crushers and crushing plants
25a	Recording instruments, electrical	8	Rock-wool bats, batting, and insulation
24	Recreation equipment	25a	Rods, drill
37	Recreation supplies		Rods:
6	Red dog	14	Concrete reinforcing steel
28	Red lead	15	Welding (iron or steel)
9	Reducers, cast-iron	12	Welding (nonferrous)
9a	Reducers (excl. cast-iron)	23	Rollers, road
18	Reed basket bases	11	Rolling pins
21	Reed fiber materials (cellophane and natural)		Roofing materials:
37	Referee whistles	19	Asphalt and tar (liquid)
25a	Reflectors, electric	16	Composition materials
37	Reflectors, button and highway	15	Corrugated iron and steel
4	Refractory cement	12	Metal (nonferrous)
24	Refrigerators, electric and gas	16	Mineral-surfaced
13	Registers, heat	8	Slate
13	Regulators, heat and pressure	16	Slate-surfaced
25a	Regulators, voltage	19	Roofing cement and coatings, asphaltic
37	Reinforcements, gummed	14	Roof trusses, steel
14	Reinforcing steel for concrete: Bars, mesh, rods, etc.	21	Rope, hemp, and other fiber
25a	Relays, electric	15	Rope, steel
28	Removers, paint and varnish	25a	Rope, composition rubber
10	Removers, piston ring	28	Rosin or resin
28	Resins		Rotors (see Electrical parts)
37	Respirators	25a	Rubber belting, for machinery
25a	Rheostats		Rubber products:
37	Ribbons, typewriter	37	Bands and erasers
10	Ridge reamers	36	Boots
	Ridge roll:	37	Cement (office)
16	Asbestos and asphaltic	36	Cement (vulcanizing)
15	Galvanized iron or steel	36	Clothing
12	Nonferrous	36	Compounds
8	Riprap	36	Expansion joints (sponge rubber)
10	Ripsaws, hand	37	Fingerstalls or tips
24	Ripsaws, power	36	Gloves
11	Riveting burrs	36	Hose (garden)
23	Riveting hammers, air	36	Shoes
24	Riveting hammers, electric	37	Stamps
11	Rivets	36	Tape
23	Road building, excavating, grading, and paving machinery: Distributors (asphalt and tar) Ditchers Graders Maintainers Oilers Patrollers Rollers Scoops Scrapers	36	Tires and tubes
19	Road oil	11	Washers
19	Rock and oil mix	8	Rubbing bricks
		8	Rubbing compound
		8	Rubble
		8	Ruby globes
		20	Rugs, cotton
		21	Rugs (excl. cotton)
		37	Rulers and rules, office
		10	Rulers and rules, carpenters'
			S
		24	Safety equipment (excl. flares and fusees)

Code No.	Item	Code No.	Item
S—Continued		S—Continued	
24	Safety extension trestle	10	Scrapers, paint
25a	Safety flares	23	Scrapers; power, road, slip, and wheel
37	Safety helmets	11	Screen, wire
25a	Safety shaft collars	7	Screenings, gravel
11	Safety snaps	6	Screenings; cinder, stone, and slag
9a	Safety valves	Screens, door and window:	
27	Salsoda	12	Nonferrous frames
13	Salamanders	15	Steel and iron frames
27	Salt (excl. food)	18	Wood frames
32	Salt (food)	23	Screens, gravel and sand
37	Salt hay	24	Screens, testing laboratory
11	Salt and pepper shakers	11	Screw anchors, expansive
7	Sand	10	Screw drivers
7	Sand and gravel aggregates	10	Screw plates
7	Sand and stone aggregates	11	Screws
7	Sand-clay gravel	15	Scuppers, iron and steel
23	Sandconveyors, dehydrators, screens, and washing equipment	12	Scuppers, nonferrous
10	Sanders, floor and furniture (hand)	10	Scythes
24	Sanders, floor and furniture (power)	8	Scythe stones
8	Sand-lime brick	9	Seager cones
9	Sandpaper	28	Seal coating (paint)
9	Sandstone, building	19	Seal coating (bituminous)
6	Sandstone, crushed	27	Seal coating (concrete waterproofing)
4	Sanitary clay pipe	11	Sealers, canning (hand)
13	Sanitary plumbing ware	24	Sealers, canning factory (power)
20	Sash cord, cotton	19	Sealing compounds (asphaltic)
11	Sash fasteners	15	Seats; bleacher or stadium (iron)
11	Sash sockets	33	Seeds
11	Sash weights	10	Seeders, hand
15	Sashes, window (iron or steel)	13	Semivitreous sanitary ware
12	Sashes, window (nonferrous)	13	Septic tanks and fittings
19	Sashes, window (wood)	15	Service boxes, iron
25a	Saw blades, hand and power	16	Sewer-joint compound
18	Sawdust sweeping compound	Sewer pipe:	
19	Saw logs	9	Cast-iron
10	Saw sets	4	Clay
10	Saws, hand	5	Concrete
24	Saws, power	16	Sewer seal compound
Scales:		24	Sewing machines and equipment
37	Architects'	25a	Shaft collars, frames, hangers, pulleys, and other shafting supplies
10	Carpenters'	9	Shale
24	Complex weighing	10	Shears
11	Household and kitchen	37	Sheathes, leather
37	Letter and package	16	Sheathing paper
37	Triangular architects' and draftsmen's	19	Sheathing, wood
37	Schedules, printed office (excl. "special purpose" printing—see "Printing" under Rentals and Services)	21	Sheepswool sponges
10	Scissors	12	Sheet brass, bronze, copper, lead, tin, and zinc
24	Scientific instruments	15	Sheet iron and steel
10	Scoops, hand	37	Sheet music
23	Scoops, road	16	Sheet packing, composition
37	Scotch tape	20	Sheeting, bleached and unbleached
10	Scraper irons	23	Sheeting drivers

Code No.	Item	Code No.	Item
S—Continued		S—Continued	
19	Sheeting, wood	8	Slate, roofing and building
20	Sheets, bedding	25a	Slavs (part for loom)
37	Sheets, paper (Kraft)	19	Sleepers, railroad bed
29	Shellac	9	Sleeves, abrasive
6	Shells, oyster and mussel (whole or crushed)	23	Sleeves, expansion
15	Shields, expansion	11	Slide fasteners
	Shingles:	23	Slin scrapers
16	Asbestos (excl. transite)	24	Slotting machines
16	Asphalt composition	16	Smooth-on cement
16	Mineral-surfaced	37	Snake-bite treatment
16	Slate-surfaced	10	Snakes, plumbers'
9	Slate	11	Snag fasteners
9	Transite	11	Snag hooks
18	Wood	27	Soap
27	Shoemakers' cement	13	Soap dispensers
29	Shoemakers' glue	9	Soapstone, building
19	Shoe mold	37	Soccer supplies
37	Shoes (excl. rubber)	10	Socket wrenches
36	Shoes, rubber	25a	Sockets, electric
25a	Shoveling plates (for concrete product manufacture)	11	Sockets, sash
10	Shovels, hand	27	Soda; baking, bicarbonated, carbonated, and caustic
23	Shovels, power	9	Soil pipe, cast-iron
9a	Shower heads	12	Solder
33	Shrubberv	27	Soldering compounds and flux
15	Shutters, metal	10	Soldering irons
18	Shutters, wood	22	Soldering irons, electric
19	Siding	13	Soldering furnaces, nonelectric
15	Sidewalk forms, steel	27	Solvents, chemical
29	Sienna, burnt and raw	24	Sorting machines (excl. office)
24	Sieves and screens (for testing cement, sand, etc.)	10	Spades
23	Sieves and screens (for gravel and stone plants)		Spark plugs (see Electrical parts)
15	Signal posts, traffic (excl. electrical equipment)	11	Spikes
15	Signs, metal (excl. nonferrous)	10	Spirit levels
9	Silica products	25a	Split pulleys for shafting
21	Silk goods	37	Sponge cups
19	Sills, door and window	21	Sponges (excl. rubber)
13	Sink bowls	36	Sponges, rubber
11	Sink strainers (kitchen utensil)	37	Spongex cement (rubber)
9a	Sink strainers (plumbing attachment)	36	Spongex sponges
13	Sinks	11	Spoons, all kinds
16	Sisal-asphalt building paper	37	Sporting goods (supplies)
21	Sisal fiber products (excl. building paper)	14	Spot-welded reinforcing steel
21	Sisal hemp	15	Spouts, down (iron and steel)
23	Sizing, painters	12	Spouts, down (nonferrous)
10	Skimmers	24	Spray guns
23	Skip loaders	11	Sprays, lawn
6	Slag	24	Sprays, paint (power)
6	Slag and limestone screenings	11	Spring-bottom oil cans
6	Slate, crushed	11	Sprinklers, water (lawn)
16	Slate-surfaced roofing	24	Sprinklers, water (street)
		10	Squares; carpenters', framing and miter
		11	Squeezers, fruit
		15	Stadium seats, iron
		24	Stages, painters'

Code No.	Item	Code No.	Item
S—Continued		S—Continued	
29	Stains		Stone:
14	Stairs, iron and steel	8	Building, curb, and paving
37	Stamp pads	6	Crushed
10	Stamps, die and hand	6	Stone aggregates
37	Stamps, rubber	7	Stone and gravel aggregates
34	Staplers (office)	6	Stone chips
11	Staples	23	Stone crushers and crushing plants
37	Staples, wire (office)	8	Stone curbing and flagging
	Starters (<i>see</i> Electrical parts)	6	Stone dust
37	Stationery, office	9	Stones, abrasive
24	Stationary engines and pumps (for permanent use in buildings)	9	Stopcocks, cast-iron
	Statistical reporting forms (<i>see</i> "Printing" under Rentals and Services)	9a	Stopcocks (excl. cast-iron)
37	Statistical tables		Stoplights (<i>see</i> Electrical parts)
19	Staves, barrel	37	Stopwatches
23	Steam engines and pumps, portable	13	Stops, door and window
24	Steam engines and pumps, nonconstruction	25a	Storage batteries
9a	Steam pipe	15	Storage tanks, fuel (excl. gasoline station tanks)
23	Steam rollers	4	Stove lining, clay
14	Steel, reinforcing and structural:	11	Stove lining, metal
	Bars	11	Stove pipe
	Flats	27	Stove polish
	Plates	22	Stoves, electric
	Rods	13	Stoves, (excl. electric)
	Welded mesh	37	Straight edges
25a	Steel, tool (hexagonal and octagonal, 4" or more)		Strainers (<i>see</i> Sink strainers)
	Steel products:	15	Strap iron
15	Cables	11	Straps, pipe
11	Cooking utensils	33	Straw, flax
15	Culvert pipe	37	Stretchers, canvas (artists')
11	Dishpans	37	Stretchers, first-aid
15	Drums	20	String, cotton
14	Fire escapes	21	String (excl. cotton)
14	Girders	14	Structural and reinforcing steel
15	Lintels	8	Stucco
34	Lockers	22	Styli, electric (metal and wood burning)
11	Mixing bowls	37	Styli, nonelectric
9a	Pipe (water conduit)	37	Subscriptions: magazines, newspapers, etc.
15	Rails (railroad)	37	Substitutes for glass (excl. mica)
15	Rails (stair)	9	Substitute for glass, mica
15	Rope	37	Suitcases, fiber and leather
14	Stairs	11	Surface bolts
14	Tie rods	24	Surveying instruments and equipment
14	Trusses (structural)	37	Sutures
11	Wool	18	Sweeping compound, sawdust
14	Steeltex	22	Switchboards, electric
37	Stencils	25a	Switches, electric (<i>see</i> Electrical parts)
24	Sterilizers and washers, hospital and clinic	9a	Switches, pressure
8	Sticks, abrasive	15	Switches, railroad
37	Stock, paper	37	Synthetic powder and liquid enamel (dental)
25a	Stocks, die		
13	Stokers		

Code No.	Item	Code No.	Item
	I		I—Continued
37	T-squares		Thermometers—Continued.
37	Table-tennis supplies	24	Scientific
37	Tables, printed	37	Medical
34	Tables, steel and wood	11	Household
37	Tabs, index	13	Thermostatic control equipment:
34	Tabulating machines	11	Thimbles
11	Tacks (excl. thumb tacks)	28	Thinners, paint
37	Tags, paper	20	Thread, cotton
37	Talcum powder	21	Thread (excl. cotton)
10	Tamps and tampers, hand	10	Threading stock-and-die sets
23	Tampers, pneumatic and rolling	12	Thresholds, nonferrous metal alloy
37	Tan bark	15	Thresholds, steel and iron
25a	Tank gauges, gasoline and other	19	Thresholds, wood
13	Tanks, expansion and septic	29	Thuban compound
15	Tanks (excl. expansion, gasoline, and septic)	37	Thumb tacks
24	Tanks, gasoline (filling station)	14	Tie rods, structural steel
	Tape:	18	Ties, railway (wood)
37	Adhesive	11	Ties, veneer and wall
20	Bias		Tile:
37	Drafting	16	Asphalt (floor)
20	Friction	4	Clay
21	Linen	5	Concrete
37	Masking	4	Drain (clay)
10	Measuring	16	Floor (composition)
36	Rubber	9	Floor (stone)
37	Scotch	4	Floor (vitreous)
24	Surveying	16	Imitation (composition)
10	Tape measures	9	Quarry-stone (unburned)
10	Tapping stock-and-die sets	4	Vitreous clay
23	Tar kettles	19	Timbers
16	Tar-felt roofing	34	Time stamps
19	Tar-felt expansion joints	37	Tinctures
16	Tarpaper	12	Tin flashing (pure tin)
19	Tar, paving	12	Tin metal
20	Tarpaulins	15	Tin roofing (sheet iron)
37	Taxi (dental chemical)	15	Tin (sheet iron)
	Tees, pipe:	36	Tires and tubes, rubber
9	Cast-iron	37	Tissue paper, all kinds
4	Clay	11	Toggle bolts
5	Concrete	37	Toilet paper
9a	Metal (excl. cast-iron)	13	Toilet-paper racks
22	Telegraph and telephone equipment	15	Toilet partitions, steel
10	Templates	11	Tool boxes, metal and wood
37	Tennis supplies	10	Tool grinders, hand
4	Terra cotta	24	Tool grinders, power
9	Terrazo flooring	19	Tool handles, wood (hand)
	Textile web belting:	15	Tool steel (excl. pneumatic)
25a	Machinery	25a	Tool steel, pneumatic (hexagonal and octagonal, 3" or more)
21	Window cleaning		Tools and instruments:
	Textiles:	11	Cooking
8	Asbestos	10	Carpenters'
20	Cotton	24	Dental
21	Other	34	Drafting and drawing
	Thermometers:	10	Edged (hand)
11	Heating plant	24	Engineering

Code No.	Item	Code No.	Item
T—Continued		T—Continued	
	Tools and instruments—Continued.	24	Trucks, luggage and warehouse
10	Hand	14	Trusses, structural steel
11	Kitchen	36	Tubes, rubber tire
10	Machinists' precision (hand)	9a	Tubing, nonferrous metal
24	Medical	20	Tubing, pillow
34	Office	13	Tubs (stationary)
24	Scientific	11	Tubs, wash (excl. stationary)
24	Surveying	28	Tung oil
	Tools, machine:	24	Turbines (excl. portable)
23	Construction work	23	Turbines, portable
24	Nonconstruction work	28	Turpentine
11	Torches; acetylene, alcohol, gaso- line, and hydrogen	15	Turntables
37	Tourniquets		Twine:
11	Towel racks	20	Cotton
20	Towels, cotton	21	Grass
37	Towels, paper	21	Masons'
37	Toys	37	Type cleaner
37	Tracing cloth, paper, and powder	12	Type, printers'
25	Tractors	34	Typewriters
15	Traffic-signal posts (excl. elec- trical equipment)	37	Typewriter parts
25	Trailers; auto, tractor, and truck		U
37	Transfer cases	11	U-bolts
25a	Transformers, electric	23	Ultramarine
9	Transite products: pipe, sheet, and shingles	23	Umber, burnt and raw
24	Transits	20	Unbleached cotton cloth
11	Transom bars	9	Unions, cast-iron
19	Traverse joint fillers (asphaltic)	9a	Unions (excl. cast-iron)
37	Traveling cases, fiber and leather	11	Utensils; canning, cooking, and kitchen
37	Trays, office	37	Utility straps, leather
33	Trees		V
15	Trench braces, metal	24	Vacuum cleaners and sweepers
19	Trench braces, wood	9a	Vacuum gauges
23	Trench excavators	15	Valve boxes, service or entrance
24	Trestles, painters'		Valves:
37	Triangles, drafting	9	Cast-iron
37	Triangular scales, architects'	25a	Gasoline pump (filling station)
	Trim:	9a	Plumbing (excl. cast-iron)
18	Blackboard	8	Valve-grinding compounds
15	Ferrous	28	Varnish
12	Nonferrous	28	Varnish removers
19	Wood	5	Vaults, concrete
34	Trimming boards	32	Vegetables
23	Tripod derricks	11	Veneer ties
24	Tripods, camera and surveying	19	Veneer, wood
8	Tripoli (abrasive powder)	15	Vent ducts
10	Tri-squares	13	Ventilating blowers and fans
37	Trophies and cups	9	Vent pipes, cast-iron
15	Troughs, eave	9a	Vent pipes, other iron or steel
10	Trowels	28	Vermilion red
25a	Truck flares	37	Vise signals
25a	Truck parts and accessories (excl. tires and tubes)	10	Vises
25	Trucks (excl. luggage trucks)	37	Visible index binders and equipment

Code No.	Item	Code No.	Item
V—Continued		W—Continued	
4	Vitreous clay products (excl. plumbing fixtures)	14	Welded steel reinforcing rods and mesh
13	Vitreous plumbing fixtures (china)	27	Welding compounds and flux, chemical
4	Vitrified brick (clay)	15	Welding rods (electric and ferrous)
25a	Voltage regulators	12	Welding rods (nonferrous)
25a	Voltmeters (see Electrical parts)	9a	Well points
W		11	Weighing scales, kitchen
25	Wagons, delivery (motorized)	37	Weighing scales, letter
18	Wainscoting	24	Weighing machines, complex
16	Wall board:	12	Werner metal
	Composition	23	Wheelbarrows
	Gypsum	8	Wheels, abrasive
	Imitation tile	25a	Wheels, buffing
	Insulating	8	Whetstones
	Plaster	15	Whips, wire
	Wood-fiber	24	Whipsaws, power
16	Wall paper	37	Whistles, referee
28	Wall-paper paste	3	White cement, Portland
8	Wall plaster	28	White lead
11	Wall tiles, veneer	28	Whiting
24	Warehouse trucks	20	Wicks, lantern
11	Washbasins (enameled utensil)	24	Windmills
13	Washbasins, plumbing	21	Window-cleaners' belts
24	Washers and sterilizers	18	Window molding and trim
11	Washers, metal and hose	Window frames:	
23	Washing equipment, gravel and sand	15	Ferrous
27	Washing powder	12	Nonferrous
20	Waste, cotton	18	Wood
21	Waste (excl. cotton)	8	Window glass
20	Water bags, canvas	Window sashes:	
36	Water bags and bottles, rubber	15	Ferrous
6	Water-bound macadam	12	Nonferrous
13	Water coolers, metal (pressure type)	18	Wood
15	Water coolers, metal (portable)	Window screens:	
13	Water fountains	12	Nonferrous framed
24	Water meters	15	Steel framed
9	Water pipe, cast-iron	14	Wood framed
9a	Water pipe (excl. cast-iron)	Wire:	
16	Water-pipe joint compound	11	Annealed (nonelectric)
27	Water softeners	11	Barbed
11	Water sprinklers, lawn	11	Copper (excl. electric)
24	Water sprinklers, street	25a	Copper (electric)
24	Water-stage recorders	15	Fencing (excl. poultry)
24	Water wheels	15	Guy
19	Waterproofing, asphaltic	25a	Insulated (see Electrical parts)
27	Waterproofing, integral (cement and concrete)	11	Tie
27	Waterproofing, wash (concrete)	11	Wire brads
22	Wattmeters	25a	Wire cable, electric
28	Waxes; auto, floor, and furniture	15	Wire cable, nonelectric
18	Weaving frames	11	Wire cloth
10	Wedges	25a	Wire, electric (see Electrical parts)
24	Weighing scales	8	Wire glass
11	Weights, dressmakers' and tailors'	14	Wire mesh, concrete reinforcing
11	Weights, sash	11	Wire mesh (excl. concrete reinforcing)
		11	Wire nails
		11	Wire netting

Code No.	Item	Code No.	Item
W—Continued		W—Continued	
10	Wire pliers	9a	Wrought-iron pipe
15	Wire rope		Wyes, pipe:
11	Wire rope clips	9	Cast-iron
15	Wire screens, steel framed	4	Clay
18	Wire screens, wood framed	5	Concrete
11	Wire screening	9a	Metal (excl. cast-iron)
37	Wire staples (office)		
15	Wire whips		X
25a	Wiring supplies	14	X-bracing (cross bracing, steel)
27	Wood alcohol	27	X.O.X. cleaning compound
11	Wood burners		
16	Wood-fiberbuilding products (excl. balsam wool)		Y
34	Wood furniture	20	Yard goods, cotton
18	Wood insulating wool	21	Yarn, wool
16	Wood, plastic		Y's (see Wyes)
27	Wood preservative		
24	Woodworking machinery		Z
21	Woolen goods	12	Zinc flashing, shingles, and sheets
37	Wrapping paper	28	Zinc white
10	Wrenches	37	Zipatone sheets
37	Writing paper	11	Zippers

Revised Nov. 8, 1941

Alphabetical Index of Rentals and Services

Following is the alphabetical classification of expenditures for rentals and services, showing the code number of each item.

Alphabetical
Index of
Rentals and
Services.

Code No.	Item	Code No.	Item
A		C	
42	Adding machines	42	Cabinets, filing and storage
42	Addressing machines	41	Cable, hoisting
49	Advertising	47	Cable services (communication)
41	Air compressors and hose	42	Calculating machines
41	Air whistles	42	Camp equipment
42	Amplifying equipment	43	Camps
41	Angle dozers	42	Canning equipment
41	Asphalt-handling machinery:		Cars:
	Buggies and carts	39	Dump (automotive)
	Distributors	40	Horse
	Heaters	39	Motor
	Kettles	39	Passenger
	Mixers	41	Push (for construction work)
	Spreaders	41	Rail
42	Athletic equipment	45	Carfare, streetcar, bus, and taxi
45	Auto mileage	46	Cartage
49	Auto repair (labor or labor plus materials)*	40	Carts, horse-drawn
39	Automotive vehicles	39	Carts, motor-drawn
	B	39	Caterpillar tractors
41	Back fillers	41	Catheads with sheaves (hoisting)
41	Barges	41	Cement mixers
41	Barricades, street	42	Chairs
49	Battery charging	49	Commissions
42	Battery rental	41	Compressors, air
48	Binding (books, etc.)	42	Comptometers
41	Blacksmith equipment	42	Computing machines
41	Blades, road	41	Concrete-handling machinery:
41	Blasting, equipment		Breakers
49	Blueprinting and developing services		Buggies
41	Block and tackle outfits		Carts
42	Boats (excl. stoneboats)		Forms
41	Boats, stone		Mixers
41	Boilers, steam		Pavers
42	Bookcases		Wagons
42	Bookkeeping machines	49	Contracts, construction*
42	Book presses	41	Conveyors, construction material
42	Books, magazines, etc.	42	Cooking equipment
41	Boom trucks	42	Coolers, water
41	Box spreaders	41	Cranes and crane trucks
41	Buggies, concrete	41	Crushers, stone and rock
43	Building rental	41	Cutting machines, power (for construction work)
41	Bulldozers	42	Cutting machines, textile and paper
41	Bullscoops	41	Cutting torches
41	Bunkers, gravel		D
39	Busses, motor	46	Delivery service
45	Bus tickets	46	Demurrage charges

*Where itemized cost distribution is not available and cannot be estimated.

Code No.	Item	Code No.	Item
D—Continued		G—Continued	
41	Derricks	41	Grinders, tool
42	Desks	41	Guns, spray
42	Dictaphones		H
41	Diggers, posthole		
41	Distributors, oil and tar	43	Halls
41	Donkey engines	46	Handling charges
41	Draglines	41	Harrows
41	Drags	46	Hauling
46	Drayage (job basis)	41	Heaters, asphalt and tool
39	Drayage (time or output basis)	44	Heat, light, and power
41	Dredges	41	Hoists
41	Drills, air and electric	41	Hooks, steel
41	Drivers, pile	40	Horses
42	Dry-cleaning machines	41	Hose, air
39	Dump trucks	42	Hose, fire and garden
40	Dump wagons (horse-drawn)	42	Household equipment
39	Dump wagons (power-drawn)	41	House-moving equipment
42	Duplicating machines	43	Houses
49	Duplicating services	41	Hydraulic dredges and machinery
41	Drum engines (for hoisting)		I
	E		
44	Electricity	42	I.B.M. machines
41	Engineering equipment	44	Illumination
41	Engines, stationary	49	Installation of equipment (labor or labor plus equipment)*
41	Engines, automotive rail	42	Instruments, musical
41	Excavators	49	Insurance
45	Expenses, traveling		J
46	Express charges		
	F	41	Jack hammers
		41	Jacks
42	Fans		K
42	Ferries		
45	Ferry tickets	41	Kettles; asphalt, oil, and tar
42	Files and filing cabinets	42	Kitchen equipment
42	Films, motion picture (finished)		L
42	Fire extinguishers		
42	Fire hose	41	Ladders
41	Floor polishers and sanders	42	Lamps
42	Flushers, street	42	Launches
41	Forms, concrete construction	49	Laundry services
42	Frames, quilting	42	Leatherworking tools
46	Freight charges	41	Levels, engineering
42	Furniture	49	Licenses
	G	44	Light, utility service
		41	Load-lugger units
43	Garage rent	41	Loading machinery
42	Garden hose	42	Looms
41	Gas engines	49	Lubricating services
44	Gas, heating and illuminating	41	Lugger units, load
45	Gasoline and oil allowances		M
41	Graders, road		
41	Gravel bunkers and loaders	41	Machine shop equipment
41	Gravel plants, screeners, and washers	41	Machinery:
41	Gravel spreaders		Construction
			Dredging

*Where itemized cost distribution is not available and cannot be estimated.

Code No.	Item	Code No.	Item
M—Continued		P—Continued	
	Machinery—Continued.	41	Plumbing tools
	Excavating	49	Police and guard services building (non-pay-roll items)
	Hydraulic	43	Portable time shacks
	Paving	43	Portable tool rooms (space)
49	Machinery installation (see Installation)	41	Portable tool rooms (space plus equipment)*
42	Machinery, office	47	Postage
49	Machinery repair	41	Post drivers
49	Mail-box service	41	Posthole diggers
49	Maintenance of equipment		Power machinery:
41	Maintainers, road	41	Road and construction (portable)
41	Mauls	42	Nonconstruction (stationary electric)
47	Messenger service	44	Power utility service
41	Metalworking tools	41	Power units, gasoline or diesel
44	Meter installation (utility)	42	Pressers, book
45	Mileage, auto and other	42	Printing equipment
42	Mimeograph machines	43	Printing (services)
49	Mimeographing and multigraphing services	42	Projectors, motion-picture
41	Mixers, asphalt and concrete	42	Public address equipment
41	Mortar boxes	41	Pumps and equipment
42	Motion-picture projectors and films	41	Push cars (for construction work)
42	Motorboats		Q
39	Motor vehicles	42	Quilting frames
41	Moving equipment, house		R
42	Mowers, power and hand	47	Radio communication
40	Mules	42	Radios
42	Musical instruments, records, and scores	41	Rails
	N	42	Records, phonograph
49	Notices, legal	43	Recreation rooms
	O	42	Recreation-room equipment
42	Office equipment	44	Refrigeration
43	Office space	49	Repair of equipment and machinery (labor or parts plus labor)*
41	Oil distributors	42	Restaurant equipment
49	Orchestra hire	41	Rip rooters
42	Orchestration rental	41	Road-building machinery
	P	41	Road graders and rollers
41	Painters' equipment	41	Rock crushers and crushing plants
47	Parcel post	41	Rollers, road
39	Passenger vehicles	41	Rolling tamperers
49	Passenger-vehicle repair (labor)	43	Rooms
41	Paving machinery	41	Rotary pumps
49	Permits	41	Rotary screens
42	Photographic equipment	42	Row boats
49	Photographic and photostatic service		S
42	Pianos	41	Sand screening and washing plants
41	Pickaxes	41	Sanders, floor
41	Pile drivers	41	Sanding and polishing equipment
41	Platforms, hoisting	41	Saw blades
41	Platform skids	41	Saws, hand and power
43	Playgrounds	41	Scaffolds
41	Plows		
49	Plumbing services (labor)		

* Where itemized cost distribution is not available and cannot be estimated.

Code No.	Item	Code No.	Item
S—Continued		S—Continued	
42	Scales and balances (for nonconstruction work)	41	Stretchers, wire
41	Scales and weighing machines (for construction work)	41	Surveying equipment
41	Scarifiers	42	Sweepers, street
43	Schools	42	Swings, playground
41	Scoops	41	Switches, railroad
42	Scores, musical	46	Switching charges, railroad
41	Scows	T	
41	Screens, rotary and shaking	42	Tables
41	Scythes	42	Tabulating machines
42	Sewing machines	41	Tampers
41	Sharpeners	41	Tandem wheels
49	Sharpening tools (service)	41	Tapping machinery
43	Sheds	41	Tar distributors and kettles
42	Sheet music and orchestrations	45	Taxi fares
42	Shoe-repair machines	40	Teams and team equipment
41	Shovels, power	41	Teams plus road machinery*
41	Skids, platform	47	Telegraph, telephone, and teletype services
42	Skiffs	41	Threading machinery
41	Sledges	41	Tile forms and manufacturing equipment
41	Snow plows	43	Time shacks, portable
43	Social rooms	49	Fire repairs (labor or labor plus material)*
41	Sod cutters	41	Tongs, brick
43	Space leases	41	Tool boxes
41	Spray guns and outfits	41	Tool grinders
41	Spreaders:	41	Tool heaters
	Box	43	Tool rooms, portable (space)
	Gravel	41	Tool rooms, portable (space plus equipment)*
	Stone	41	Tools; hand, machine, and maintenance
	Tar	41	Torches; brazing, cutting, and welding
42	Sprinklers, street and road	39	Tractors and tractor-trailers
41	Stake mauls	41	Tractors plus road machines*
41	Stamping presses (shop)	39	Trailers, motor-drawn
47	Stamps, postage	45	Traveling expenses, unclassified
39	Station wagons, motorized	41	Trench excavators
41	Steam construction equipment:	49	Truck licenses
	Boilers	39	Trucks
	Cranes	41	Trucks plus road machines*
	Derricks	41	Turbines
	Draglines	42	Typewriters
	Engines (stationary)	V	
	Excavators	39	Vans
	Hoists	41	Vises
	Pumps	W	
	Rollers	40	Wagons, animal-drawn (including bunk and cook)
	Shovels	43	Warehouses
41	Steel concrete forms	44	Water
41	Stone boats	42	Water coolers
41	Stone crushers and crushing plants		
41	Stone spreaders		
43	Storage charges		
42	Stoves		
41	Street barricades		
45	Streetcar fare		
42	Street flushers and sweepers		

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Code No.	Item	Code No.	Item
W—Continued		W—Continued	
41	Wedges	49	Wiring, electric (labor)
41	Welding equipment	41	Woodworking machinery and tools
41	Well-drilling equipment	43	Workshops (space)
41	Wheelbarrows	41	Workshops (space plus equipment)*
41	Wheelers, tandem		X
41	Winches and windlasses		
41	Wire stretchers	42	X-ray machines

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Added Nov. 8, 1941



